

# Late enrollment acknowledgement

## FOR SMALL GROUPS

We want you to know, while we will certainly do our best to implement your group as quickly as possible, Premera must receive all completed enrollment materials by the **10<sup>th</sup> of the month for the following month's effective date**. Materials received between the **11<sup>th</sup> and 20<sup>th</sup> of the month** must include a copy of this late enrollment acknowledgment letter, completed and signed by the designated group representative and group producer.

Enrollment materials received after the 10<sup>th</sup> of the month will likely experience delays in receiving the following:

- ID cards
- Access to pharmacy benefits
- Benefit booklets
- Initial billing statement
- Access to health savings account (HSA) funds (if selected), for employee reimbursement of claims activities incurred prior to the HSA setup being complete

**ATTESTATION:** Please sign below to acknowledge you understand the potential impact to your employees and their families and have told them of these impacts by sharing the following statement with them:

*Due to late submission of our health benefit enrollment materials, your family may not receive your ID cards or be able to access pharmacy benefits by the effective date of coverage. Initially, you may need to pay upfront for services until you're entered into the Premera system.*

*If you selected an HSA plan, you will not be able to use your Premera HSA funds to refund any claims incurred prior to the setup of the HSA plan.*

\_\_\_\_\_  
Group name

\_\_\_\_\_ Title \_\_\_\_\_  
Group representative name (please print)

\_\_\_\_\_ Date \_\_\_\_\_  
Signature

\_\_\_\_\_  
General agent/producer of record (please print)

\_\_\_\_\_ Date \_\_\_\_\_  
Signature