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# RBG Tip Sheet

## Carrier Deadlines for January 1, 2017

### Small Group Contracts 1.3.17

If you have not yet submitted your 1/1/17 small group cases, please submit your case(s) as soon as possible. This will allow the RBG underwriting department the opportunity to scrub the group and request missing information prior to submission to the carrier.

Several carriers now require us to submit groups via their carrier portal, which extends the amount of time needed for our office to meet the carriers' deadlines for submission of new groups.

**RBG must submit your January 1, 2017 Small Group Case(s) to the applicable carrier by the following due date and time\*:**

**Due January 9<sup>th</sup> by 12:00 p.m.**

- Blue Shield of California

**Due January 9<sup>th</sup> by 5:00 p.m.**

- Anthem Blue Cross of CA
- California Choice
- Kaiser Permanente
- United HealthCare
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**Due January 11<sup>th</sup> by 5:00 p.m.**

- Covered CA\*\*

**Due January 13<sup>th</sup> by 5:00 p.m.**

- Choice Builder\*\*

\*Aetna submission cut-off date was December 30, 2016

\*\* Special Extension

At the time of submission to the carrier, the group must be "complete". A "complete" submission must include all required documents such as: the employer application, reconciled DE-9C (when required), employee applications, ownership documents and a binder check (if required).

Carriers are also expecting that the group will be "clean" and not require needing to obtain a long list of missing information. Any grace period for missing information will be determined by the carrier upon recipient and review of the case.

We greatly appreciate your business during this busy time of year and your assistance in meeting the carrier deadlines.

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