

New Case Submission

RULES & TIMELINES FOR SMALL GROUPS

Health Net is looking to you, as our business partners, to ensure that the onboarding process for new groups is as seamless as possible. To achieve this Health Net must receive the completed, signed, and dated submission documents by the dates set. If you are working with a General Agency (GA), then the GA may request the below information earlier in order to review the group and submit to Health Net by the submission deadlines indicated.

Below are documents that are required at the time of new case submission:

- Live check, copy of check, or check by fax (first month's premium)
- Plan selections
- Signed & completed Group Service Agreement (GSA) Application
- Brokers may either submit all signed & completed Employee enrollment forms required **OR** the Employee Census Enrollment sheet found on The Hub with the understanding that the Broker is responsible for retaining all signed and completed forms. **GA must utilize the Census Enrollment Sheet.**
- DE-9C and/or payroll journal

The items above must be included by the submission cut-off date or will be moved to the next effective month.

- Cut-off date is the **5th of the month** or following business day if cut-off falls on a holiday or weekend.
- **Late Case Submission List** must be submitted by 5:00 pm of the next business day after the cut-off.
- Late Case must be submitted by 5:00 pm on the **15th of the month** or following business day if cut-off falls on a holiday or weekend.
- All cases must be completed by 5:00 pm of the **20th of the Effective Date month**, or following business day if cut-off falls on a holiday or weekend, or it will get rolled to the next month's Effective Date.

(continued)



Month	Submit case by 5:00 PM	Submit late case list by 5:00 PM	Submit late case by 5:00 PM	Complete case by 5:00 PM ***Case will roll to next month's eff. dt. after this date
January	January 5, 2023	January 6, 2023	January 17, 2023	January 20, 2023
February	February 6, 2023	February 7, 2023	February 15, 2023	February 21, 2023
March	March 6, 2023	March 7, 2023	March 15, 2023	March 20, 2023
April	April 5, 2023	April 6, 2023	April 17, 2023	April 20, 2023
May	May 5, 2023	May 8, 2023	May 15, 2023	May 22, 2023
June	June 5, 2023	June 6, 2023	June 15, 2023	June 20, 2023
July	July 5, 2023	July 6, 2023	July 17, 2023	July 20, 2023
August	August 7, 2023	August 8, 2023	August 15, 2023	August 21, 2023
September	September 5, 2023	September 6, 2023	September 15, 2023	September 20, 2023
October	October 5, 2023	October 6, 2023	October 16, 2023	October 20, 2023
November	November 6, 2023	November 7, 2023	November 15, 2023	November 20, 2023
December	December 5, 2023	December 6, 2023	December 15, 2023	December 20, 2023