



New Case Submission Rules & Timelines for WA 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.

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

- Live check or copy of check.
- Copy of sold quote and plan selections.
- Signed and completed Group Plan Contract (GPC) Application.
- Producers must submit the Employee Census Enrollment Form found on Health Net's [Broker Hub](#) with the understanding that the producers are responsible for retaining all signed and completed forms.
- Required Paperwork listed below:
 - **Form 5208A/B** (1-5 enrollees)
 - Groups that have not been in business long enough to have Form 132 may submit 2 weeks of payroll.
 - Legal Ownership documentation if owner(s) is not listed on Form 132.
 - **Group Census Form** (All enrollees)

Please note the dates and times listed in the below Submission Calendar are when Underwriting must receive all the required documents stated above. The required documents must be sent in advance of the deadline to allow Sales time to review the submission. Cases that are sent to Sales less than 2 days prior to the deadline may not be able to reserve the effective date if information is missing or incomplete.

- We recommend submitting your cases by the **15th of the month** prior to the group's effective date of coverage for the smoothest transition to their new Health Net plan.
- The cut-off date is the **5th of the month** or the following business day if the cut-off date falls on a holiday or weekend.
- All cases must be completed by the **20th of the Effective Date month**, or the following business day if the cut-off date falls on a holiday or weekend, or it will roll to the next month's Effective Date.

MONTH	SUBMIT CASE BY 5:00 PM	COMPLETE CASE BY 5:00 PM (Case will roll to next month's eff. date after this date)
January	Monday, January 7, 2019	Monday, January 21, 2019
February	Tuesday, February 5, 2019	Wednesday, February 20, 2019
March	Tuesday, March 5, 2019	Wednesday, March 20, 2019
April	Friday, April 5, 2019	Monday, April 22, 2019
May	Monday, May 6, 2019	Monday, May 20, 2019
June	Wednesday, June 5, 2019	Thursday, June 20, 2019
July	Friday, July 5, 2019	Monday, July 22, 2019
August	Monday, August 5, 2019	Tuesday, August 20, 2019
September	Thursday, September 5, 2019	Friday, September 20, 2019
October	Monday, October 7, 2019	Monday, October 21, 2019
November	Tuesday, November 5, 2019	Wednesday, November 20, 2019
December	Thursday, December 5, 2019	Friday, December 20, 2019