

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, 2024	January 8, 2024	January 16, 2024	January 22, 2024
February	February 5, 2024	February 6, 2024	February 15, 2024	February 20, 2024
March	March 5, 2024	March 6, 2024	March 15, 2024	March 20, 2024
April	April 5, 2024	April 8, 2024	April 15, 2024	April 22, 2024
May	May 6, 2024	May 7, 2024	May 15, 2024	May 20, 2024
June	June 5, 2024	June 6, 2024	June 17, 2024	June 20, 2024
July	July 8, 2024	July 9, 2024	July 15, 2024	July 22, 2024
August	August 5, 2024	August 6, 2024	August 15, 2024	August 20, 2024
September	September 5, 2024	September 6, 2024	September 16, 2024	September 20, 2024
October	October 7, 2024	October 8, 2024	October 15, 2024	October 21, 2024
November	November 5, 2024	November 6, 2024	November 15, 2024	November 20, 2024
December	December 5, 2024	December 6, 2024	December 16, 2024	December 20, 2024