

# Northeast Benefits Management, LLC

620 Hinesburg Rd. Ste. 120 / PO Box 2363 / S. Burlington, VT 05407-2363

Tel 802.865.0239 / fax 802.419.3094 / info@nbmus.com

www.nbmus.com

## **Blue Edge Business (BEB) HRA Enrollment Checklist for new groups**

**(Existing HRA groups will be contacted directly by NBM for renewal)**

- Completed and signed BEB Application for HRA Administration
- Completed and signed Confidentiality Agreement for purposes of claim file feed
- Completed and signed Business Associate Contract
- NBM Employee Census Spreadsheet
- Employee Enrollment Packet (should be distributed to all participants) includes:
  - a. HRA Election/Waiver form (Election/Waiver forms can be kept on file with the employer)
  - b. Claim Reimbursement Direct Deposit form (optional for employee to complete)
  - c. Authorization to Release Information (optional for employee to complete)
  - d. BCBSVT Employee Opt out of data feed letter (optional for employee to complete)

Completed NBM forms and census spreadsheet should be submitted in conjunction with the BCBSVT enrollment packet