



BLUE EDGE BUSINESS CHECKLIST

To Quote:

Current BCBSVT group:

- Group name and Group number

New to BCBSVT:

- Broker of Record Form or authorization letter
- Excel Census (to include: Name, Date of Birth, Gender, Relationship to Employee, Enrollment Tier, Zip Code)
- Claims data, if available

To Enroll:

- BRS Membership Form
- BRS Membership check \$250
- Signed Rate Sheet
- Signed Stop Loss Application
- Completed Group Enrollment Agreement
- Single Case Agreement
- Individual enrollment forms for new enrollees or a complete Excel census (with employee plan selections)
- Check for first month's premium (only if new to BCBSVT)
- HRA Forms (If applicable)

Once the above are signed and returned, the below will be distributed for signature:

- Stop Loss Policy
- Stop Loss Schedule
- Contract

Please note: All documents must be completed and returned to NIBS no later than December 17, 2021 for a January 1, 2022 effective date.

Rates are only valid for 45 days – expiration dates are noted on the rate sheet.