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 Healthier living
 Financial well-being
 Intelligent solutions



New local mailbox for 51-100 quote requests

We're always working to improve our quoting process for you and to maximize value for your clients. As part of these improvements, your 51-100 new business RFPs will now be managed locally for Maryland, Virginia and Washington, D.C. groups. You should send all 51-100 quote requests to the following local mailbox and include your Aetna sales contact's name:

CapMktNBQuotes51-100@AETNA.com

The previous mailbox (National51-100QuotesPrescreens@aetna.com) will be discontinued. Please note that the expected turnaround time (TAT) for clean RFP submissions is 4-5 business days.

Two prescreen forms are available

Our 51-100 group prescreen request forms have also been updated. There are two different prescreen forms available:

- **Full Time Equivalent (FTE) form** for Maryland and Washington, D.C. based groups for fully insured business
- **Total Average Employees (TAE) form** for Virginia based groups for fully insured business

Don't forget the member-level census

Please remember for your 51-100 group clients a member-level census is required for any new business quote. Our **member-level census template** will assist you in identifying the items required to obtain a quote.

We're here to help

Questions? Just contact your Aetna sales executive who handles 51-100 business:

Sales executive	Email	Broker territory
Maureen Kasten	KastenM@aetna.com	MD, D.C. and northern VA*
John Brennan	BrennanJ3@aetna.com	MD and northern VA*

Ashley Sprouse	Alsprouse@aetna.com	VA*
Marcus Cromwell	CromwellM@aetna.com	VA*

*Excludes Innovation Health.

Thank you for your business. We look forward to continuing to provide you with the service you need.