



Broker News

September 23, 2016

Broker Webinar Series

Webinar for September 27, 2016

Topic: Managing the Employee Roster

Tuesday, September 27, 2016: **1:00-2:00pm** EDT

Webinar Link: *click on* — [Join WebEx meeting](#)

Webinar Meeting Number/Access Code: 737 920 608

Phone Line: 1-877-668-4493

NEW Checklist for Groups Migrating to DC Health Link

DC Health Link has created a [NEW checklist](#) for employers that are migrating from the insurance companies to DC Health Link. The checklist is available on our [Forms](#) page, as well as on our page for [groups migrating to DC Health Link](#) under “For Employers”—>“What is the process for an employer?”

Employee Plan Selections during Renewal

Employee open enrollment for groups renewing coverage through DC Health Link begins when the 2016 plan offerings are published and concludes on the 13th of the month prior to the coverage effective date. See the deadlines in the blue box to the right.

Employees must make their plan selection or waive coverage during this open enrollment period unless they are auto-renewing. Brokers are also able to make plan selections for “linked” employees. If an employee or broker does not take the necessary action during this period, an employee must experience a qualifying life event in order to make a new plan selection.

The employer, broker, and employee should confirm the information displaying within the employee’s account and on the enrollment report within the employer’s account before the close of employee open enrollment. See the checklist below.

ENROLLMENT DEADLINES

[Click here](#)

Small Business Market

Initial Groups

NOV 1 Coverage Effective Date:

- ◆ **OCT 1** — Last day to complete initial employer application
- ◆ **OCT 10** — Last day of employee open enrollment period and invoice is sent by email
- ◆ **OCT 12** — Last day to pay initial premium

Renewal/Migration Groups

NOV 1 Coverage Effective Date:

- ◆ **OCT 5** — Last day to complete employer renewal application
- ◆ **OCT 13** — Last day of employee open enrollment period
- ◆ **Premium Payments** — Continue to pay monthly invoice as received by mail

Check out [these walk through guides](#).

<https://dchealthlink.com/forms>

We have [new walkthrough guides](#) for groups migrating to DC Health Link from the carriers!