



Broker News

October 28, 2016

Broker Webinar Series

Webinar for November 1, 2016

Topic: Employer Renewals– Publishing the plan year

Tuesday, November 1, 2016: **1:00-2:00pm** EDT

Webinar Link: *click on* — [JOIN MEETING](#)

Webinar Meeting Number/Access Code: 734 258 012

Phone Line: 1-877-668-4493

Individual & Family Marketplace Open Enrollment Begins on November 1, 2016

Small Business Assistance

Brokers seeking assistance on behalf of your small business clients can either call our contact center at 855-532-5465 or email employer.hbx@dc.gov. DC Health Link addresses inquiries in the order in which they are received. Please use these tips to expedite your requests for assistance submitted via email:

- Include all pertinent information in a single email (employer name, employee name, the specific request or question)
- Send separate emails about separate cases, groups, or scenarios
- If an employee is experiencing an enrollment issue and has an immediate upcoming medical appointment or service, please indicate this along with the appointment or service date
- When following up regarding an existing case, please reply to the email sent from DC Health Link to ensure your email is redirected to the Small Business Specialist already working on the case

Migrating Groups

Please review our migration overview to assist your groups renewing from their health insurance companies onto DC Health Link, <https://dchealthlink.com/shop-conversion>.

ENROLLMENT DEADLINES

[Click here](#)

Small Business Market

Initial Groups

DEC 1 Coverage Effective Date:

- ◆ **NOV 1** — Last day to complete initial employer application
- ◆ **NOV 10** — Last day of employee open enrollment period and invoice is sent by email
- ◆ **NOV 15** — Last day to pay initial premium

Renewal/Migration Groups

DEC 1 Coverage Effective Date:

- ◆ **NOV 5** — Last day to complete employer renewal application
- ◆ **NOV 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!