

Broker News - November 18, 2016

Enrollment Deadlines

[Small Business Marketplace](#)

Initial Groups

January 1 Coverage Effective Date:

- December 1 — Last day to complete initial employer application
- December 10 — Last day of employee open enrollment period and invoice is sent by email
- December 13 — Last day to pay initial premium

Renewal/Migration Groups

January 1 Coverage Effective Date:

- December 5 — Last day to complete employer renewal application
 - December 13 — Last day of employee open enrollment period
 - Premium Payments — Continue to pay monthly invoice as received by mail. Migrating groups will receive the first invoice after the close of employee open enrollment.
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Coverage Start Date	Select Plan By
January 1, 2017	December 15, 2016
February 1, 2017	January 15, 2017
March 1, 2017	January 31, 2017

Broker Webinar- No Webinar on November 22nd

If you have suggestions for future webinars, please send them to dchl.producer@dc.gov.

Terminating Employees from the Roster

To terminate an employee from coverage due to end of employment, please click the "trashcan" icon next to the employee's name on the employee roster. Terminations entered within the last few days of a month may not appear on the invoice that will be generated just a couple of days later (on or around the first of the following month), but should appear on the next invoice due to processing times within DC Health Link.

Before reaching out to DC Health Link to inquire why a termination does not appear on the invoice, please confirm the date that the termination was entered on the roster and account for processing time.

Emailing DC Health Link- Reference Codes

DC Health Link is in the process of automating our email services. When you receive responses after emailing employer.hbx@dc.gov there will be a reference code in the subject line. Please leave the reference code in the subject line to allow all of your communication to be kept together so your issues can be resolved in a timely manner.

Information for Groups Migrating to DC Health Link

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