



CareFirst Sales Flash

*For Distribution to Brokers/General Producers/Full-Service Producers Only
(Not intended for distribution to Groups and Members)*

Date: May 30, 2017
Market: All Groups on Facets

Full Time Equivalent (FTE) Email Requests Began in May

Effective May 1, CareFirst BlueCross BlueShield and CareFirst BlueChoice Inc. (CareFirst) began requesting FTE data information using automated emails beginning six months prior to the groups' renewal date. For example, the emails sent in May pertained to a November 1, 2017 renewal date.

The automated emails are sent to both the group and the broker. Either groups or brokers can provide and update the FTE information online using the new 1-page [FTE Data Collection Form](#).

Two (2) follow-up emails will be auto generated at 30-day intervals if we have not received updated information.

Please work with your groups to ensure that CareFirst has updated email addresses and that the groups are registered on the Employer Portal allowing them access to complete this information online.

The email process replaces the letters currently being sent to groups requesting this information. We are now preparing to send out letters to September and October groups.

As additional enhancements are made, such as adding the group name to the emails, we will let you know.

Should you have any questions, please contact your broker sales representative.

Sincerely,



Shekar Subramaniam
Vice President, Sales
Small Medium SBU