



Submitting a New Group

New Group Submission Form

Much like the corporate application that the employer fills out for group health coverage, the New Group Submission Form (NGSF) is completed by the employer and the broker. This document captures all of the necessary information about the group and the desired plan.

We highly recommend using our online form as electronic submissions receive priority. Using the online NGSF is the single most effective way to accelerate your groups' implementation.

ACH Form

In addition to the NGSF, the employer must complete our ACH Form, which identifies the bank account the employer has chosen to pay HRA and FSA claims from. This is the same account that will be used to pay Choice Care Card's administrative fees every month. The employer specifies the account number, the routing number, and gives Choice Care Card permission to debit the account.

The employer is free to use any bank they wish, set-up and manage the account however they see fit. The only requirement we have is that the account have overdraft protection. We also recommend using a separate account rather than a general operating account due to the possibility of incurring a large number of transactions.

Schedule of Benefits

While the NGSF asks for a description of the group's health plan, it is helpful to have a copy of the benefits summary. Therefore, we ask groups to send us a copy of the schedule of benefits of their health plan along with their group submission.

Enrollments

Similarly to the NGSF, we highly recommend submitting electronic enrollments. Electronic submissions are given priority and can be processed faster and with greater accuracy than handwritten, paper submissions.

Our electronic spreadsheet templates are posted on the "Broker" and "Employer" sections of our website along with the paper enrollment forms in English and Spanish.

Submissions

All forms and submissions can be mailed, faxed, or emailed to the Installation Department at installation@choicecarecard.com.