



Large Group Enrollment Checklist

Signed acceptance letter, sold rates and employer application, along with Exhibit B, must be completed and returned to Health Alliance Northwest™ before Group or membership can be implemented. The below guidelines are for initial new group membership set up.

PAPER

Estimated turnaround: 5-7 business days

**Email: SalesAdmin@HealthAlliance.org
Fax: 217-902-9704**

Critical elements for successful enrollment:

First name
Last name
Gender
Date of birth
Address
Plan selection
Subgroup (e.g., 001 Active, 901 Retired)
Signature
Employee/dependent status, such as
Leave of Absence, Disabled or Medicare

Additional information Health Alliance may request:

- Other active insurance such as Medicare A/B or coverage through spouse
- Primary Care Physician (PCP): A member must select a contracted PCP when enrolling in an HMO or POS plan.
- Social Security Number: This is needed for tax purposes, 1095B forms and for Mandatory Medicare reporting, Section 111.

CENSUS

Estimated turnaround time 2-3 business days based on accurate layout (can be used for initial new group membership set up or Open Enrollment)

Standard layout required:

- Spreadsheet with predetermined critical and non-critical fields
- Each column indicates format such as DOB
- No Hidden rows or columns
- Policy Holder SSN and Policy Holder Flag of "Y" or "N" must be populated correctly
- Email: SalesAdmin@healthalliance.org

HIPAA

HIPAA Compliant 834 Data File: Estimated 6-8 week turnaround time for initial setup

Please contact your Account Executive for additional information or call (877) 649-1314.

Standard 834 layout required.

*Employee can view temporary ID cards by creating an account at www.HealthAlliance.org.

**ID cards and member materials will be mailed to the employee's home address once initial membership is complete. Please allow up to 10 business days for receipt of materials.