Member Retro Submission Tip Sheet: Required Documentation



Add New Subscriber

- Retro request exception form or group email clearly explaining request
- Proof of prior submission e.g., copy of email, web confirmation or electronic file
- Application with all required (change) information, signatures or copy of electronic file or web transaction with signatures
- Proof of payroll deductions, pay stubs or payroll system screen shot
- Proof of involuntary loss of prior coverage (with effective date and members covered listed)
- Marriage Certificate (if marriage is qualifying event)
- Acknowledgment of premium impact
- Proof of Broker/TPA/Group oversight

Add Dependents & Spouse

- Retro request exception form or group email clearly explaining request
- Proof of prior submission e.g., copy of email, web confirmation, electronic file
- Application with all required information with signatures or electronic file or web transaction
- Marriage Certificate
- Domestic Partner Affidavit
- Court Order & QMSCO (if applicable)
- Certificate of Adoption
- Copy of visa with entry date stamp
- Proof of payroll deduction change (if applicable)
- Proof of involuntary loss of prior coverage (with effective date and members covered list)
- Proof of Broker/TPA/Group oversight
- Dependent Student Recertification Form and college transcripts

Change in Coverage

- Retro request exception form or group email clearly explaining request
 Proof of prior submission e.g., copy of
- Proof of prior submission e.g., copy of email, web confirmation, electronic file
- Proof of qualifying event
- Completed application with all required information with signatures or copy of electronic file or web transaction
- Proof of payroll deduction change
- Proof of Broker/TPA/Group oversight

Reinstatement

- Retro request exception form or group email clearly explaining request
- Proof of prior submission e.g., copy of email or web confirmation, electronic file
- Application with all required information with signatures or web confirmation or electronic file
- Disabled dependent recertification approval
- Dependent Student Recertification Form and college transcripts
- COBRA proof of payment
- Proof of continuous employment and deductions
- Proof of Broker/TPA/Group oversight

Termination

- Retro request exception form or group email
- Proof of prior submission e.g., copy of email
- Proof of Broker/TPA/Group oversight
- Copy of electronic file or web transaction COBRA Notice
- Death Certificate/Obituary
- QMSCO Disenrollment form (if enrollment was court-ordered)
- Proof of new coverage (with effective date and members covered list)
- Evidence of Termination e.g., group's system screenshots, letter of resignation

Vision:

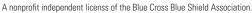
Maximum allowable retro review will only consider up to 90 days.

Abbreviations:

OMSCO – Qualified Medical Child Support Order TPA – Third Party Administrator

Please Note:

Additional documentation may be needed requests are handled on a case-by-case basis. Providing the outlined required documentation does not guarantee approval.



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注意:如果您说中文,我们可为您提供免费的语言协助。 请参见随附的文件以获取我们的联系方式。

