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NEW GROUP

SUBMISSION CHECKLIST

UNITED CONCORDIA®

PLEASE NOTE: This checklist is provided as a guide. The carrier may require additional items and documentation. Please refer to the carrier's underwriting guidelines for a complete list of requirements. Please use the latest version of forms.

Our goal is to process your new group enrollment easily and efficiently in order to provide you and your client with a quick approval. The following list outlines the health plan's case submission requests:

- ☐ Completed United Concordia broker appointment paperwork
- ☐ Rate card identifying sold plan and rates. If a United Concordia proposal was generated, a copy of the proposal identifying sold plan and rates
- ☐ Completed employer master application forms for Dental. A separate employer master application for Vision is required or enrollment spreadsheet
- ☐ Completed employee enrollment

- ☐ Employee waiver forms are **not** required
- ☐ Employer binder check is **not** required
- ☐ Completed Group Administration Portal Access (GAP) form to facilitate access to the Group Administration portal

After approval, prior carrier termination letter must be submitted by the employer or broker.