



The Camden Insurance Agency  
*An affiliate of* Vision Plan of America

**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:

- ☐ Group Application
  - \_\_\_ PPO Group Application (3 page Avesis application)
- ☐ Member Enrollment Forms
  - \_\_\_ PPO Enrollment Forms (Avesis)
- ☐ Binder Check (Including admin fee)
  - \_\_\_ PPO Check payable to Avesis
- ☐ Agent Service Agreement (If you are not already appointed)
- ☐ There is a \$10.00 monthly administration fee per group.

**PPO Group Application Instructions:**

1. PPO Group Application
2. Section I – Group Information (Please include Tax ID Number)
3. Section II – Plan Information (A VESIS Advantage Vision Plus Plan)
4. Section III – Premium Information (Voluntary or Employer Sponsored)
5. Section IV – Eligibility – please select (usually type 1 – all full time employees)
6. Section V – Effective Date
7. Section VI – Employer Signature (mandatory)
8. Section VII – Broker Information
9. PPO Employee Enrollment Form

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