

**TABLE OF CONTENTS**

Anthem Blue Cross Blue Shield ..... 2  
Prominence Health Plan..... 2

# BROKER OF RECORD CHANGE REQUIREMENTS

## Anthem Blue Cross Blue Shield

**Need original Broker of Record change letter on company letterhead or copy ok?**

Copy

**Send Broker of Record change letter to (dept name + fax # or mailing address)**

Broker Support 888.445.9236

Broker Support Email: [nvsgbroker@anthem.com](mailto:nvsgbroker@anthem.com)

**Turn around time for processing this change**

2 Weeks

**Does carrier notify existing broker of this requested change?**

Yes

**Effective date for new broker if group does not rescind this change request is prior agent vested? If yes, how long**

1st of the following receipt of the letter

**Is prior agent vested? If yes, how long?**

No

## Prominence Health Plan

**Need original Broker of Record change letter on company letterhead or copy ok?**

Copy

**Send Broker of Record change letter to (dept name + fax # or mailing address)**

Sales Support: 888.840.9080

Email: [PHPSalesTeam@uhsinc.com](mailto:PHPSalesTeam@uhsinc.com)

**Turn around time for processing this change**

7-10 business days

**Does carrier notify existing broker of this requested change?**

Yes

**Effective date for new broker if group does not rescind this change request is prior agent vested? If yes, how long**

1st of month following date received

**Is prior agent vested? If yes, how long?**

No