Word&Brown.

CALIFORNIA - NEW GROUP

SUBMISSION CHECKLIST

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:

New Group Requirements:

- ☐ Complete DHMO Group Application
- ☐ Complete census enrollment or enrollment forms, available in English or Spanish
- ☐ First month premium made payable to LIBERTY Dental Plan

How to Submit New Groups:

- ☐ New business is to be received by the 20th of the month, prior to the group's effective date for timely processing. New groups received after the 20th of the month, for eligibility beginning the first of the following month, will be accepted only if the employer pays two months of premium, no later than the 10th of the month of eligibility.

Notes:

- ☐ This checklist is provided as a guide only and outlines the Dental Plan's case submission requirements.
- ☐ LIBERTY Dental Plan may require additional items and documents.
- ☐ Employer understands that if dentist is not selected upon initial enrollment, dentist will be auto-assigned by ZIP code.
- ☐ **Provider search link**: www.libertydentalplan.com/wordandbrown
- ☐ Employer understands ID cards will arrive after the first of the month's effective date.
- ☐ Employer will advise employees to contact LIBERTY Member Services at **888.703.6999** for confirmation of eligibility prior to scheduling their first appointment, unless they have already received their ID Card from LIBERTY

All forms must be submitted to Word & Brown: accountmanagement@wordandbrown.com

Dual Option

LIBERTY DHMO plan options may be offered **standalone** or **dual choice** with Ameritas W&B $100 Plus PPO Dental Plan(s). Groups can offer up to two (2) LIBERTY plan(s), with a minimum of two (2) employees in each plan, and minimum of three (3) enrolled in Ameritas PPO plan(s). **Note: separate billing**.

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