



# QUICK VIEW REMINDERS

Updated July 26, 2017

TOPIC	NEW BUSINESS	EXISTING BUSINESS	REMINDERS
<b>2017 Paperwork Deadlines</b>	2 weeks recommended (Advance of effective date)	30 days (Advance of effective date)	<ul style="list-style-type: none"> <li>• <b>Renewal paperwork to Blue Cross and Blue Shield of Texas (BCBSTX) is due 30 days in advance of the effective date.</b></li> <li>• <b>December renewals are the exception: Paperwork is due 45 days in advance of the renewal date.</b></li> <li>• <b>September renewal paperwork is due August 2.</b></li> </ul>
<b>ACA Small Group Enrollment Tool</b>	Online Enrollment on eSales Tools	Not applicable	<ul style="list-style-type: none"> <li>• <b>October enhancements are now included in the updated <a href="#">User Guide</a>, <a href="#">Job Aid</a> and web-based simulations on Blue Access for Producers<sup>SM</sup> (BAP<sup>SM</sup>).</b></li> <li>• <b>Resources: <a href="#">DocuSign Reference Guide to Importing Data to Enrollment Tool</a>, <a href="#">DocuSign Quick Reference Guide</a> and <a href="#">Producer Training</a></b></li> <li>• <b>IMPORTANT JUNE 1 REMINDER: Paperwork received by mail will no longer be processed</b></li> </ul>
<b>EFT Binder Premium Payment Option</b>	Applicable	Not Applicable	<ul style="list-style-type: none"> <li>• <b>Electronic Funds Transfer (EFT) – a one-time, binder premium payment to secure coverage – is a feature of the ACA Small Group Enrollment Tool.</b></li> <li>• <b>The EFT binder premium payment option helps speed up the enrollment process to provide member ID cards faster.</b></li> <li>• <b>Information on EFT can be found in the updated <a href="#">User Guide</a>, <a href="#">Enhancements Job Aid</a> and web-based simulation <a href="#">video</a>.</b></li> <li>• <b>Note: A separate EFT setup is required if groups want to use the EFT option to pay premiums monthly.</b></li> </ul>





# BlueCross BlueShield of Texas

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<b>NEW Fully Insured Quotes 100% online; Initial Quotes for Blue Balance Funded<sup>SM</sup></b>	Applicable	Not Applicable	<ul style="list-style-type: none"> <li>In addition to fully insured, small group (1-50) online quoting, producers can access initial quotes for the Blue Balance Funded program (10-50 enrolled employees). See the updated <a href="#">Quoting Tool User Guide</a> and/or the July 5 <a href="#">article</a> for details.</li> </ul>
<b>NEW Small Group Plan Benefits and Rates Tool</b>	Applicable	Applicable	<ul style="list-style-type: none"> <li>Now available online at Blue Access for Producers (BAP)</li> </ul>
<b>NEW Required Email Subject Line Data for Faster Processing</b>	Not applicable	Applicable	<ul style="list-style-type: none"> <li>To process changes like addresses and/or EINs, we now require your group's Account Name and Account ID in the email subject line of requests sent to the Small Group Western Service Center at <a href="mailto:sbscamend@bcbstx.com">sbscamend@bcbstx.com</a>. Including this data will help minimize errors and make changes faster.</li> </ul>
<b>NEW FOR 2017 Billing Method Preference</b>	Selection billing method on the 2017 BPA	<a href="#">2017 Billing Options Reference Guide and FAQs</a>	<p>Beginning Jan. 1, 2017, the billing method (age or composite billing) selection process has changed.</p> <ul style="list-style-type: none"> <li>If a billing method change is requested at renewal, your group will be required to select age or composite billing on page one of the attached 2017 Small Employer Benefit Program Application (BPA). The 2017 BPA billing method section (page one) replaces the 2016 Composite Billing Method Declaration Form that groups previously used.</li> <li>If your group wants to continue with its current billing method and has no plan changes, no further action is required. Unless the 2017 BPA is submitted, your group's current billing method will remain in effect.</li> </ul>
<b>NEW FOR 2017 Uniform Modification Letter with Plan Changes</b>	Not applicable	<a href="#">2017 Plan Changes</a>	Included with renewal exhibits as a separate attachment is the 2017 Uniform Modification Letter with plan changes effective Jan. 1, 2017. There are some changes to certain health plans being offered.



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<b>2017 Discontinuation Letters</b>	Not applicable	Applicable	<ul style="list-style-type: none"> <li>• <a href="#">Group Administrator Letter Example</a></li> <li>• <a href="#">Member Letter Example</a></li> </ul>
<b>NEW FOR 2017 Transfer to EyeMed Vision Care</b>	Applicable	Applicable	<ul style="list-style-type: none"> <li>• <a href="#">Update</a> on 2017 Transition to EyeMed Vision Care</li> </ul>
<b>NEW FOR 2017 Rx Changes in Small Group Metallic Plans including important information about CVS Pharmacy</b>	Applicable	Applicable	<p>Members will be <a href="#">notified</a> about 2017 changes including the following:</p> <ul style="list-style-type: none"> <li>• <b>Updates to the participating pharmacies in the 2017 Preferred Pharmacy Network.</b></li> <li>• <b>Drug list changes from a preferred brand (Tier 3) to a non-preferred brand (Tier 4) member payment level tier. Also, some generic drugs moved from a preferred generic (Tier 1) to a non-preferred generic (Tier 2) tier.</b></li> <li>• <b>Certain products will no longer be eligible for coverage under the prescription drug benefit.</b></li> <li>• <b>New Utilization Management Programs were added to the prescription drug benefit plan. These programs include prior authorization, step therapy and dispensing limits.</b></li> </ul> <p><b>Please note:</b> As of Jan. 1, 2017, CVS Pharmacy will no longer be in the pharmacy network (preferred or non-preferred) and considered out-of-network. This impacts all ACA/Metallic small group (1-50) plans, both on and off exchange. This change takes effect Jan. 1, 2017 and not at the time of the group's effective renewal date in 2017 (e.g. February 2017). Members impacted by the CVS pharmacy network change will be sent a separate letter. <i>See this article for more information – <a href="#">Jan. 1, 2017 Prime Pharmacy Network Change Member Communications to Be Released</a></i></p>



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<p><b>In-Vitro Fertilization (IVF) Benefits</b></p>	 Double check BPA selection	 Double check BPA selection	<ul style="list-style-type: none"> <li>• <b>The IVF purchase option is required for applying groups.</b></li> <li>• <b>Employers have the option of accepting or declining the IVF benefits.</b></li> <li>• <b>Caution: If IVF is selected, significant rating impacts will apply.</b></li> <li>• <b>Request to remove the IVF benefit after selecting will require the group to make an Anniversary Date change.</b></li> </ul>
<p><b>Blue Directions<sup>SM</sup> for Small Business</b> Online platform</p>	<p>Available No Charge to Use</p>	<p>Available No Charge to Use</p>	<p>Blue Directions for Small Business is the game-changing online platform that makes it easy for producers to serve and support their clients. Simplifies benefits program design, administration and employee plan elections.</p>

**Additional Resources**

- [Small Group Resource Guide](#) with contact information to help sell and service accounts.
- Instruction guide to access [Renewal Exhibits online](#) via BAP and receive *in advance* of regular email delivery.