







Quick View Reminders

Small Group (1-50)

Updated July 1, 2016

TOPIC	 New Business	 Existing Business	REMINDER
Paperwork Deadlines	2 weeks (In advance of effective date)	30 days (In advance of effective date)	<ul style="list-style-type: none"> Renewal paperwork to Blue Cross and Blue Shield of Texas (BCBSTX) is due 30 days in advance of the effective date. December renewals are the exception: Paperwork is due 45 days in advance of the effective date. New business paperwork is due two weeks in advance of the effective date. Read more information on current renewals.
NEW for 2016: Embedded Pediatric Dental	Pediatric Dental Attestation forms are no longer required.	Pediatric Dental Attestation forms are no longer required.	Beginning Jan. 1, 2016, pediatric dental services and rates for members up to age 19 will be embedded in all Affordable Care Act (ACA) metallic medical plans at no additional cost. This change means that
Composite Billing Option	Composite Rate Billing Method Declaration form is required.	Composite Rate Billing Method Declaration form is required.	Effective Jan. 1, 2016, premium rates for all ACA Metallic plans (including medical and dental plans) now include the option for accounts to view and be billed with a four-tier composite rate structure (Employee, Employee + Spouse, Employee + Child(ren) and Employee + Family (Spouse with children)).
MSP Information Submission	Included with the Employer Group Information form	August 26 Deadline Submit on BAE	Data collection efforts are underway for groups to update Medicare Secondary Payer (MSP) information through Blue Access for EmployersSM (BAE) . Read article details.
In-Vitro Fertilization (IVF) Benefits	 Double check BPA selection	 Double check BPA selection	<ul style="list-style-type: none"> The IVF purchase option is required for applying groups. Employers have the option of accepting or declining the IVF benefits. Caution: If IVF is selected, significant rating impacts will apply. Double check the Benefit Program Application (BPA). Request to remove the IVF benefit after selecting will require the group to make an Anniversary Date change.
Blue DirectionsSM for Small Business Online platform	Available No Charge to Use	Available No Charge to Use	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. See details including fliers to download.

Additional Resources

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