





## QUICK VIEW REMINDERS

Updated Feb. 8, 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>Renewal paperwork to Blue Cross and Blue Shield of Texas (BCBSTX) is due 30 days in advance of the effective date.</li> <li>December renewals are the exception: Paperwork is due 45 days in advance of the effective date.</li> <li>As a reminder, new business paperwork is recommended two weeks in advance of the effective date.</li> <li>Paperwork deadline for April 2017 renewals is March 2.</li> </ul>
<b>NEW and UPDATED! ACA Small Group Enrollment Tool</b>	Self-service group enrollment tool for producers	Not applicable	<ul style="list-style-type: none"> <li>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>).</li> <li><b>NEW AND UPDATED FEB. 8!</b> <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></li> </ul>
<b>NEW! Small Group Plan Benefits and Rates Tool</b>	Applicable	Applicable	<ul style="list-style-type: none"> <li><a href="#">Online Small Group Plan Benefits and Rates Tool is temporarily unavailable for maintenance.</a></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><b>If a billing method change is requested at renewal</b>, 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><b>If your group wants to continue with its current billing method and has no plan changes</b>, 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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<p><b>2017 Discontinuation Letters</b></p>	<p>Not applicable</p>	<p>Applicable</p>	<ul style="list-style-type: none"> <li>• <a href="#">Group Administrator Letter Example</a></li> <li>• <a href="#">Member Letter Example</a></li> </ul>
<p><b>NEW FOR 2017!</b> <b>Transfer to EyeMed Vision Care</b></p>	<p>Applicable</p>	<p>Applicable</p>	<ul style="list-style-type: none"> <li>• <a href="#">Update</a> on 2017 Transition to EyeMed Vision Care</li> </ul>
<p><b>NEW FOR 2017!</b> <b>Rx Changes in Small Group Metallic Plans including important information about CVS Pharmacy</b></p>	<p>Applicable</p>	<p>Applicable</p>	<p>Members will be <a href="#">notified</a> about 2017 changes including the following:</p> <ul style="list-style-type: none"> <li>• Updates to the participating pharmacies in the 2017 Preferred Pharmacy Network.</li> <li>• 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.</li> <li>• Certain products will no longer be eligible for coverage under the prescription drug benefit.</li> <li>• New Utilization Management Programs were added to the prescription drug benefit plan. These programs include prior authorization, step therapy and dispensing limits.</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>
<p><b>In-Vitro Fertilization (IVF) Benefits</b></p>	<p> Double check BPA selection</p>	<p> Double check BPA selection</p>	<ul style="list-style-type: none"> <li>• The IVF purchase option is required for applying groups.</li> <li>• Employers have the option of accepting or declining the IVF benefits.</li> <li>• <b>Caution:</b> If IVF is selected, significant rating impacts will apply.</li> <li>• Request to remove the IVF benefit after selecting will require the group to make an Anniversary Date change.</li> </ul>



## BlueCross BlueShield of Texas

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<b>Blue Directions<sup>SM</sup> for Small Business</b> 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.

### 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.