

Wellmark Group Plans

Email questions and forms to groupforms@graberassocinc.com

All information presented in this document is subject to change and is intended for agent use only.

TIPS & REMINDERS

- All new and renewing ACA groups (1-50) are required to Docusign. Graber & Associates is here to help enter your groups. Please provide adequate lead time prior to deadline.
- **Failure to Docusign renewing groups will result in a reduction of agent commission.**
- Once new groups receive and complete the Docusign, the agent must submit it on BlueSource.
- After a renewing group completes the Docusign, the form is automatically submitted to Wellmark and the agent receives a confirmation of completion.
- Make sure groups have the most recent employee applications and change forms.
ACA Employee Application: N-33138 7/21 **GF/GM/Midsize Employee Application:** M-3526 7/21
ACA Employee Change Form: N-33153 7/21 **GF/GM/Midsize Employee Change Form:** N-3309 7/21
Form numbers above are for South Dakota. Contact G&A for Iowa form numbers.
- Collect all necessary information and forms prior to entering on BlueSource.
- The number of plans a group can offer is based off enrolled employees, not the number of eligible employees.
1-2 Enrolled Employees: One plan **10+ Enrolled Employees:** Three plans
3-9 Enrolled Employees: Two plans
- If Graber & Associates is assisting with a quote, please provide a two business day lead time.

NEW BUSINESS CHECKLIST

1-50 Employees

Deadline: 15th of the Month Prior

Submission: BlueSource - Docusign Required

REQUIRED ITEMS

- Employer Application
- Group Eligibility Documents (Reconciled)
Contact G&A for required information
- COBRA Application (If applicable)
- Employee Applications & Waivers

51+ Employees

Deadline: 25th of the Month Prior

Submission: Paper - Emailed to G&A

REQUIRED ITEMS

- Employer Application
- Signed Proposal Rate Sheet
- Medicare Secondary Payer (MSP) Form
- Common Ownership Documentation
- COBRA Application (If applicable)
- Employee Enrollment Template
Contact G&A for latest version

SMALL GROUP (1-50 EMPLOYEES) ACA RENEWAL CHECKLIST

Deadline: 20th of the Month Prior

Submission: BlueSource - DocuSign Required

REQUIRED ITEMS

- Employer Renewal Submission Packet
- Medicare Secondary Payer (MSP) Form
- COBRA Application (If applicable)
- Employer Signature & Attestation
- Agent Signature & Attestation
- Employee Renewal Election Packet
- Employee Applications & Change Forms

SMALL GROUP (1-50 EMPLOYEES) GF/GM RENEWAL CHECKLIST

Grandfathered

Deadline: 15th of the Month Prior

Submission: Paper - Emailed to G&A

REQUIRED ITEMS

- Renewal Attestation
- Medicare Secondary Payer (MSP) Form
- COBRA Application (If applicable)
- Employee Applications & Change Forms

Grandmothered

Deadline: 15th of the Month Prior

Submission: Paper - Emailed to G&A

REQUIRED ITEMS

- Plan Elections
- Medicare Secondary Payer (MSP) Form
- COBRA Application (If applicable)
- Employee Plan Election (1+ plans offered)
- Employee Applications & Change Forms

MIDSIZE GROUP (51-100 EMPLOYEES) RENEWAL CHECKLIST

Deadline: 15th of the Month Prior

Submission: Paper - Emailed to G&A

REQUIRED ITEMS

- Employer Plan Election
- Medicare Secondary Payer (MSP) Form
- COBRA Application (If applicable)
- Employee Plan Election Template
Contact G&A for latest version
- Employee Applications & Change Forms



We're happy to answer your questions.

Email us at groupforms@graberassocinc.com

Call us at (800) 669-3959 or (605) 331-2100