

Indiana Broker Small Group (2-50) Checklist



Submit your Indiana Small Group new cases

By email:

sg.in.newbusiness@anthem.com
(Please include a copy of the binder
check in the email submission and
mail the original to the address below.)

By mail:

Send the entire new case submission
to the following address:

Indiana Small Group
New Business Implementation
Anthem Blue Cross and Blue Shield
Mail Point: IN0201-B505
220 Virginia Avenue
Indianapolis, IN 46204

Group name

Broker name

Agency name

Address

City/state

Zip code

Email

()

Phone no.

()

Fax no.

- *Anthem Employer Application Form*
- *Anthem Employee Applications* (Employee applications are not valid if the signature date is greater than 90 days prior to the effective date.)
- A completed application must be submitted for all employees working 30+ hours per week, all new hires and employees who are waiving coverage.
- *Most Recent Quarterly Wage and Tax Statement/UC1 Form* Employer must denote each employee's status (fulltime, part-time, termed, etc.) and add all new hires (along with their status) on the statement.
- *Most Recent Prior Carrier Bill* (dated within 30 days of requested effective date, if group had prior health insurance)
- *Anthem's Benefit/Rate Proposal.*
- *Initial Premium Check* (Check must be made payable to Anthem Blue Cross and Blue Shield.)
- *Association Membership Information* (if applicable):
Membership no. _____
- Greater Indianapolis Chamber of Commerce
- Indiana Chamber of Commerce
- Evansville Chamber of Commerce
- **New Member:** Mail all original Association paperwork to the appropriate Association, and submit a *copy* of the Association application and check to Anthem with the new case submission.
- *If selecting Lumenos HRA*, the group must submit the Lumenos EFT Form with a voided check.

All of the above items must be received on or before the requested effective date.

**With your help, customers can enjoy a smooth transition to Anthem coverage.
Thank you for your business.**