



Paperwork Submission Deadlines for 2014 Effective Dates

Producer Communication #656

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Message

Capital BlueCross encourages all Producers to submit paperwork well in advance of the effective date of coverage to help ensure timely processing. Deadlines have been established to help facilitate these processes.

Effective Date	Late Letter Required After This Date	Final Paperwork Submission*	10 Business Day Termination Notification**	Existing Group Plan Changes***
January 1, 2014	November 30, 2013	December 13, 2013	December 16, 2013	December 26, 2013
January 15, 2014	December 14, 2013	December 31, 2013	January 2, 2014	January 10, 2014
February 1, 2014	December 31, 2013	January 15, 2014	January 20, 2014	January 29, 2014
February 15, 2014	January 15, 2014	January 31, 2014	February 3, 2014	February 12, 2014
March 1, 2014	January 29, 2014	February 13, 2014	February 17, 2014	February 26, 2014
March 15, 2014	February 12, 2014	February 28, 2014	March 3, 2014	March 12, 2014
April 1, 2014	February 28, 2014	March 14, 2014	March 18, 2014	March 27, 2014
April 15, 2014	March 15, 2014	March 31, 2014	April 1, 2014	April 10, 2014
May 1, 2014	March 31, 2014	April 15, 2014	April 17, 2014	April 28, 2014
May 15, 2014	April 14, 2014	May 1, 2014	May 1, 2014	May 12, 2014
June 1, 2014	May 1, 2014	May 15, 2014	May 19, 2014	May 28, 2014
June 15, 2014	May 15, 2014	May 30, 2014	June 2, 2014	June 11, 2014
July 1, 2014	May 31, 2014	June 15, 2014	June 17, 2014	June 26, 2014
July 15, 2014	June 13, 2014	July 1, 2014	July 1, 2014	July 10, 2014
August 1, 2014	July 1, 2014	July 15, 2014	July 18, 2014	July 29, 2014
August 15, 2014	July 15, 2014	August 1, 2014	August 4, 2014	August 12, 2014
September 1, 2014	August 1, 2014	August 15, 2014	August 18, 2014	August 27, 2014
September 15, 2014	August 15, 2014	September 2, 2014	September 1, 2014	September 10, 2014
October 1, 2014	August 31, 2014	September 15, 2014	September 17, 2014	September 26, 2014
October 15, 2014	September 14, 2014	October 1, 2014	October 1, 2014	October 10, 2014
November 1, 2014	October 1, 2014	October 15, 2014	October 20, 2014	October 29, 2014
November 15, 2014	October 15, 2014	October 31, 2014	November 3, 2014	November 12, 2014
December 1, 2014	October 31, 2014	November 14, 2014	November 17, 2014	November 26, 2014
December 15, 2014	November 14, 2014	December 1, 2014	December 1, 2014	December 10, 2014

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**Paperwork must be received by Capital prior to the end of business on this date.*

***Termination requests must be received by Capital prior to the end of business on this date. Producers may submit requests from groups to cbcqrptermreq@capbluecross.com*

**** It is the group's responsibility to provide the SBC document to their employees within the timeframes required by PPACA. If the group fails to meet the PPACA notification requirements, penalties may be incurred.*

The submission deadline for MyCoverage Selector plans is 45-50 days prior to the effective date. The preferred lead-time for all other new groups is 30 days prior to the effective date. All new group submissions received less than 30 days prior to the effective date are required to include the late letter signed by the group's policymaker.

Preliminary rates for ASO groups enrolling with 20-50 contracts are required to be submitted to Capital at least one week prior to the "Final Paperwork Submission".

Groups, new and existing, electing CBC SHOP products must submit all paperwork requirements to CBC by the 15th of the month prior to the effective date. There will not be an extension on this deadline.

Please remember to submit all final paperwork requirements as a complete and clean submission. Any discrepancies, clarifications or missing information will delay the processing of the group. The initial premium check for new groups is included in the paperwork requirements. If the paperwork is still incomplete after the submission deadline, the effective date for the group will need to be moved to a later date.

New groups are not approved for coverage until Capital BlueCross Underwriting Compliance issues notification of such approval. All new groups should be advised that they should not cancel coverage with their current carrier until they are in receipt of written approval notification.

Questions

Contact your Preferred Agent with questions. Thank you.