



New Group Paperwork Submission Deadlines for 2013 Effective Dates

Issued October 31, 2012

Message

Capital BlueCross encourages all Producer to submit paperwork for new groups at least 30 days in advance of the effective date of coverage. This ensures adequate time for internal reviews and enrollment processes required for ID card issuance.

In recognizing that circumstances may exist that make the 30 day lead time unattainable, we have exercised flexibility with this policy. Our customers are our top priority, and our desire is to cultivate a positive experience from the onset of our new business partnerships.

The deadlines for new small group paperwork preliminary rate requests (group size 2-50 contracts) and final paperwork submissions are listed below:

Preliminary Rate Request*	Final Paperwork Submission	Effective Date
December 10, 2012	December 17, 2012	January 1, 2013
December 26, 2012	December 31, 2012	January 15, 2013
January 8, 2013	January 15, 2013	February 1, 2013
January 25, 2013	February 1, 2013	February 15, 2013
February 5, 2013	February 12, 2013	March 1, 2013
February 22, 2013	March 1, 2013	March 15, 2013
March 6, 2013	March 13, 2013	April 1, 2013
March 25, 2013	April 1, 2013	April 15, 2013
April 5, 2013	April 12, 2013	May 1, 2013
April 24, 2013	May 1, 2013	May 15, 2013
May 7, 2013	May 14, 2013	June 1, 2013
May 23, 2013	May 31, 2013	June 15, 2013
June 5, 2013	June 12, 2013	July 1, 2013
June 24, 2013	July 1, 2013	July 15, 2013
July 8, 2013	July 15, 2013	August 1, 2013
July 25, 2013	August 1, 2013	August 15, 2013
August 8, 2013	August 15, 2013	September 1, 2013
August 23, 2013	August 30, 2013	September 15, 2013
September 5, 2013	September 12, 2013	October 1, 2013
September 24, 2013	October 1, 2013	October 15, 2013
October 8, 2013	October 15, 2013	November 1, 2013
October 25, 2013	November 1, 2013	November 15, 2013
November 4, 2013	November 11, 2013	December 1, 2013
November 21, 2013	December 2, 2013	December 15, 2013

*Preliminary rate requests must be received by CBC before 4pm on the deadline date provided.



Together we can facilitate a smooth implementation to Capital BlueCross for our mutual customers. As stated previously, the preferred lead-time for new groups is 30 days prior to the effective date and we actively promote adhering to this guideline. 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.

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. If the paperwork is still incomplete after the submission deadline, the initial 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.