



Insure Oklahoma helpline: 1-888-365-3742
Insure Oklahoma fax line: 1-405-949-9563

OHCA has State and Federal approval to include businesses up to 250 employees. We are currently approving businesses with 99 or fewer employees. We will be including larger employers in phases based on available funding. Currently, we **do not** have a scheduled date to grow beyond 99 employees.

Agent Survey : The survey were mailed out a few weeks ago. Please fill out the survey and return by Friday, September 11th

Faxes:

All faxes should go to **(405) 949-9563**. PLEASE DO NOT FAX DOCUMENTS (INVOICES) TO BOTH THE 949# **AND** 530#. When documents are faxed to both numbers you are slowing down the process. It doubles the logging and processing time for personnel. We all want to speed up the processes and this is one of the items slowing it down considerably.

Invoice Payments:

Please remember that when invoices are sent in for the next month, they do not pay out until the first week of that month's payment cycle. Please view the link **2009 ESI Payment Schedule** to view Employer Invoice Due Date and Subsidy Payment Schedule

For example, A September invoice received and entered in August will not pay out until September 9, 2009. Please do not resubmit the invoices when the employer does not see it on the payment cycle for August. They will not receive it until September.

Employer Forms

We have agents that are using the old O-EPIC forms that do not have a place to fill in the agent information. I have included the employer forms links for you to access. All the forms listed below are required to complete the application process. (Total of 10 pages)

- [Small Business Employer Application \(O-EPIC-1\)](#) 2 pages
- [Employee Listing Form \(O-EPIC-2\)](#) 1 page
- [Electronic Funds Transfer \(EFT\) Form \(O-EPIC-3\)](#) 1 page
- [Employer Attestation-Employee Citizenship Form \(O-EPIC-9\)](#) 1 page
- [Employer Contract](#) 4 pages
- [Agent of Record Form](#) 1 page **(NEW)** (The employer/manager must fill out the form to allow the agent/agency to be authorized to act on their behalf with Insure Oklahoma/O-EPIC)

Application for Qualification Health Plan

This has been added to the Insure Oklahoma website. You may access the link provided below.

- [Carrier Health Plan Application \(Attachment A\)](#)
- [Rate Chart for QHP \(Attachment B\)](#)
- [OID Form Information \(Attachment C\)](#)
- [QHP Approval Sheet](#)
- [Insure Oklahoma ESI Procedures](#)

Plan Summary Page

When submitting your Employer Application with the Qualified Health Plan listed, please include a copy of the plan summary from carrier. This will help us ensure the correct information is entered into the system.

Employer Insurance

When applying for Insure Oklahoma you must be in the final stages of obtaining a Qualified Health Plan. You cannot apply while you are still searching for the best insurance company to meet your needs. Only one carrier can be listed. For example, you can't put BCBS and Aetna on the application. The employer can apply for more than one benefit plan through only one carrier. If any subscriber accidentally enrolls on the wrong plan because the employer "wanted to apply for more than one benefit plan"... WE WILL NOT BACKDATE. The employees will have to reapply with the correct benefit plan.

Employees Renewal Time

Employees: Once, the employers have been automatically renewed in our system the employees/individuals will need to reapply every year. An automated letter will be sent out to reapply.

Employee Application Process

It takes 30 days to process the **PAPER** application for employees. If they are turned in at the end of the month, we will not be able to get them approved for the 1st of the month. They will get approved for the next following month and we will not backdate to the employers effective date for reimbursement. You may enroll them on line at the link provided - [Apply online](#) for employees

Note: When Agents are entering the employee's application, before clicking on the **sign now** button you may click on the edit button to make any changes/corrections. When the application is submitted and there needs to be a correction it may cause a delay in getting the employees eligibility.

Employee Application- Household incomes:

When filling out the application, **all** household members need to be reported on the employee applications along with all annual income. This must be updated with CURRENT information when the employee renews and that the information provided with on-line enrollments is attested to its validity and any intentional misrepresentation is deemed fraud.

Household incomes – are based off the employee, spouse (or common law), blood-related children, other children that the parent(s) have legal custody of (including grandchildren, niece, nephew, etc...), and college students who have "dependent" status on their FAFSA- Free Application for Federal Student Aid

Tax Documents:

If an individual files an extension on their taxes they can only file it **one time** and must write us a projection letter. The projection letter is to give us an indication of the household income during the upcoming year. They can be mailed to

Insure Oklahoma
PO Box 54200
Oklahoma City, OK 73154-1650

Grievance letter:

Agents can't write a letter on the employer's behalf. The employers and employees must write it themselves. They can be mailed to

Oklahoma Health Care Authority
Attention: Docket Clerk
PO Box 18497
Oklahoma City, OK 73154