

November 2009



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

Qualified Health Plan Changes

If there will be any changes regarding the Qualified Health Plan, a **new** 2 page employer application with rates and benefit summary page will be required. This process may take 30 days. This is a requirement and no exceptions can be made.

List of Health Plans - <http://www.insureoklahoma.org/plans.aspx>

--NOTE-- In order for an application to be processed we MUST have the QHP ID, the QHP name and the start date of the QHP. If this is a new group and they do not have a group number yet, they can put pending or new group. An application will NOT be processed without QHP ID, name and start date.

Adding a Spouse

To add a spouse, [Subscriber Change Form \(O-EPIC-6\)](#) is required and the spouse will be considered when the spouse is listed as part of the household and meets Insure Oklahoma Eligibility policy. The effective date of an approved spouse will start the following month and NOT the date they are added to the Qualified Health Plan.

Funding

Recent media coverage about Insure Oklahoma's funding and future has prompted some agents to contact us with questions. To clarify the situation: Insure Oklahoma has sufficient funds to sustain the program at 35,000 people, and we will not be reducing that number. As of now, fewer than 10,000 slots remain available, and they are filling up fast. When we reach our current revenue capacity, we will stop enrolling people and create a waiting list unless the governor and legislature provide additional funds or attrition creates open slots.

Please view additional attachment for House Bill 2026- Health Care for the Uninsured Board (HUB)

Enrollment cap: existing approved employer/ new hires

If the existing approved employer/group has new hires after we reach the cap, we will allow the new hires to be enrolled and they will not have to be put on the waiting list.

Agent assisting with Individual Plan (IP)

The individuals will need to have an Agent of Record filled out to allow the agent to be authorized to act on their behalf with Insure Oklahoma-Individual Plan. Also, for a family member who calls in on behalf of the enrolled individual a Medicaid Release Form will need to be filled out.

<http://www.insureoklahoma.org/WorkArea/showcontent.aspx?id=3706>

Agent of Records-Employer Sponsored Insurance (ESI)

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. This includes the business owner/manager authorization that Insure Oklahoma may provide the business owner/manager Agent with any information associated with the business policy. This will protect the agents, their client and the CSR who helps them in the call center. The form can be located on the Insure Oklahoma website > Employer> Forms > Agent of Record Form

<http://www.insureoklahoma.org/WorkArea/showcontent.aspx?id=3706>

Proof of Citizenship/Attestation Form

If the attestation form is used, it must be filled out, signed and dated by the employer attesting that all his qualified employees are citizen of the United States or qualified alien under the federal Immigration and Nationality Act. These forms apply to employees only. The employees spouse will still need to provide one item for Proof of U.S. Citizenship and one item for Proof of Identity.

List of Proof of U.S. Citizenship and Identity - [Citizenship Requirements](#)

[Employer Attestation-Employee Citizenship Form \(O-EPIC-9\)](#)

Fax Cover Sheet/ Invoice Page

A Fax Cover sheet has been added to the Insure Oklahoma website. It is highly recommended when submitting change form, employer application, rates, etc. Please indicate the forms being faxed by checking the applicable boxes. Please fax the entire invoice including the staff listing page for proper subsidy payout to be processed each month. Insure Oklahoma fax number: 405-949-9563. It is very important that all lines on the fax sheet are filled out. The fax cover sheet may be found on the Insure Oklahoma website under Employer > Forms > FAXSHEET

<http://www.insureoklahoma.org/WorkArea/showcontent.aspx?id=3702>