



Happy Holidays!!

We would like to thank you for all your hard work and dedication to the program.

Faxing PIN letters

After the employer's application or renewal is approved, the employer is sent **PIN letters** to the mailing address provided. In the past, we have faxed *additional* PIN letters as a courtesy. Effective **Friday, January 1, 2010**, we will discontinue faxing PIN letters. The growth of the program, in terms of employee size (99) and businesses approved, has increased the overall volume of PIN letters to the point where the courtesy faxing is causing disruptions in our other processing. PIN numbers do not expire so they may be used for renewals. If the employee(s) has misplaced their PIN letter, they may contact the Insure Oklahoma helpline at 1-888-949-9563 to receive information by phone.

Agent of Record

The AOR form is for the *employer* to fill out. The employer can appoint the insurance Agent/Agency to act on the employer's behalf with Insure Oklahoma/O-EPIC program. Once the form is completed and submitted the customer service representative may provide the employer Agent/Agency with any information associated with the employer's policy. Please access the link provided for the agent of record form. [Agent of Record Form](#)

Open Records Request

If you wish to request public records from the Oklahoma Health Care Authority, please use the online form. The forms can be located under OHCA website "contact us" page or Insure Oklahoma website "about us" page. Please include Insure Oklahoma at the top of the "Description of Document(s) Requested" section so it is directed to us timely. This request is for all documents. Employers receive cost free reimbursement statement when subsidy is received. I have also included the link for easy access to the website <http://www.okhca.org/about.aspx?id=11063> to request forms. There is a charge for these requests.

Insure Oklahoma co-op

The Insure Oklahoma co-op advertising program will end effective Dec. 31, 2009. Media plans that extend beyond that time will not be approved or paid by Insure Oklahoma. There are no exceptions. We appreciate all of the agents who have participated in the co-op advertising and have helped make Insure Oklahoma a resounding success.

Applying for Insure OK

When anyone is applying online or by paper, the application must reflect how each person is listed on their invoice. For example, if the employee and spouse are enrolled on the insurance as employee and spouse, you must enroll this way with IO. If the employee and the spouse are enrolled on the insurance as individual employees, they must enroll this way with IO. Also, names must match on the

invoice to what is on the IO application. Please fax the entire invoice including the staff listing page for proper subsidy payout to be processed each month to 1-405-949-9563.

All of us here at Insure Oklahoma/O-EPIC would like to wish you and your families a **Merry Christmas** and a **Happy New Year**. We look forward to working with you in the New Year!

