

the VOICE



Providing qualified Oklahomans with access to affordable health care!

Insure Oklahoma Employer Blast Fall - 2010

Helpline-1-888-365-3742

Fax- 405-530-3433

E-mail- insureok@okhca.org

BEST PRACTICE: E-MAIL!

When sending documents to Insure Oklahoma, we prefer to receive them via email with attachments. E-mail makes for much cleaner copies and you can set your computer to have confirmation your documents were received. insureok@okhca.org

HOLIDAY HOURS - State Offices Will Be Closed

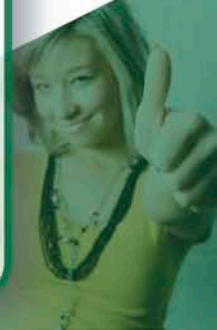
- Veterans - Thursday, November 12, 2010
- Thanksgiving - Thursday, November 25, 2010 & Friday, November 26, 2010
- Christmas -Thursday, December 23, 2010 & Friday, December 24, 2010
- New Year's Day - Friday, December 31, 2010

EMPLOYER BUSINESS RENEWALS

Insure Oklahoma business renewals are automatic and do not require action from the employer/business if all updates were kept current including staff listing, contact information and health plan information. Insure Oklahoma requires 30 days to process all rate, plan and carrier changes so it is imperative that you plan accordingly. It is the responsibility of the employer contact or their representative agent to notify Insure Oklahoma of insurance renewal changes no less than 30 days in advance. Please keep in mind your renewal with your insurance carrier may not be the same as your renewal with Insure Oklahoma. For additional information, please read the [IO Renewal Requirements](#).

- Employees Renewal - 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.
- [Download Application](#) - Completing a paper application before applying online will ensure that you have all information needed in advance to going online and applying. The system will time out after 20 minutes of inactivity.

www.insureoklahoma.org



ONLINE EMPLOYEE ENROLLMENT GUIDE

We have added the Online [Enrollment Guide](#) that guides you step by step how to enroll the employees during enrollment. You will find this a useful tool in guiding your Group Contacts during enrollments.

STAFF LISTING FORM

We have updated the [Staff Listing form](#). Remember to mark on the page if the owners will be applying for Insure Oklahoma. Please make sure the Staff Listing Form is printed legibly. The staff listing pdf form on-line is form-fillable meaning you can type the information in and print it off.

SIGNATURE

Agents cannot sign any documents for the owner or contact person. Only the owner or the contact person of the business signing up with Insure Oklahoma can sign the forms. Forms signed incorrectly will significantly delay the processing.

