

the VOICE



Providing qualified Oklahomans with access to affordable health care!

Insure Oklahoma Agent Blast - 2011

Insure OK Helpline, Option 2 (ESI – Employers/Agents) will be closed Wednesday, May 4, 2011 from 8:00am to 1:00pm.

State Office will be closed Monday, May 30, 2011 (Memorial Day)

COVER SHEET

We have been receiving invoices/rate sheets without an Employer ID or cover page. A cover sheet is available on the **Employer Forms** section on the website. This cover sheet can be downloaded and completed by the employer and used when sending invoices, rates and other necessary documents. They can be emailed to insureok@okhca.org.

SENDING DOCUMENTATION

All documents sent to Insure Oklahoma for processing must contain the **Employer ID number (i.e. E00001234)**. **NEW** groups that do not have an assigned Employer ID number must list the Tax ID/FEIN. Documents sent in without this information may experience a delay in processing. **We prefer to receive invoices and other documentation by email.** You may scan the documents and email them to us as an attachment to insureok@okhca.org. If you are unable to email your documentation you may fax it to 405-530-3433.

INCOME TAX

We will not be accepting 2009 taxes after Monday, April 18, 2011 - This is the due date for 2010 IRS tax returns. While the IRS may allow late filing extensions, Insure Oklahoma does not. If we ask for taxes, please do not ask for an exception as it won't be granted.

CITIZENSHIP DOCUMENTS

We will no longer accept late citizenship documents effective **Tuesday, June 1, 2011**. If citizenship documents are submitted after the due date or the account has been previously close, the employee will need to reapply online.

www.insureoklahoma.org



SOCIAL SECURITY CARD

We have been receiving social security cards as proof of U.S. Citizenship. This is **not** listed as one of the items accepted to show proof of citizenship. Please send in one proof of citizenship and one proof of identity. Please access the link to view which documents are accepted for proof of citizenship and which documents are accepted for proof of identity.

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

PROOF OF CITIZENSHIP FOR EMPLOYEES AND SPOUSES

Employer attestation forms can only be used for employees. The form must be filled out, signed and dated by the employer. The form is a legal document attesting that all employees are citizens of the United States or qualified aliens under the Federal Immigration and Nationality Act. The employee's **spouse and children** will still need to provide one item for proof of U.S. Citizenship and one item for proof of identity.

[Citizenship Requirements](#)

DEPENDENT COVERAGE

The Oklahoma Insurance Department (OID) regulates small group health insurance. As such, their rules indicate that small employers offering health insurance to their employees are required to offer dependent coverage to those employees requesting coverage. While the employer may not participate in the premium costs for dependents, the employer must make it available and cannot exclude dependents. OID has requested we notify their investigation unit of employers (and their agent) who do not appear to comply with state law.

CARRIER LETTER

We have retracted our emergency rule concerning health plan requirements. Please see the attached letter. We are sorry for any confusion the rule may have caused. Insure Oklahoma will be making manual adjustments to some payments to Employers. Please allow us extra time to correct those payments due to invoices with rate structures such as family rates.

