

# the VOICE



*Providing qualified Oklahomans with access to affordable health care!*

## Insure Oklahoma Agent Blast January - 2012

### HOLIDAY HOURS

- State Agency will be closed
- Monday, February 20, 2012- Presidents' Day

### SENDING IN DOCUMENTATIONS - fax

If you are unable to email your documentations, please use fax # 405-530-3433. If documents sent to any other fax numbers will delay processing.

### RECEIVING INVOICES

IO prefers to receive invoices by email. You may scan the invoices (all pages) and email it to us as an attachment to [Insureok@okhca.org](mailto:Insureok@okhca.org). If you are unable to email your documentation you may fax it to 405-530-3433 with a [Cover Sheet](#).

### QUESTIONS OVER THE PHONE

When you have questions regarding your group please contact the Insure Oklahoma helpline at 1-888-365-3742. We are unable to answer questions over email for security purposes. We are happy to assist the agent of record, the designated employer contact and/or business owners listed in our files.

### EMPLOYER ID NUMBER

All documents sent to IO for processing must contain the Employer ID Number (i.e. E00001234). For 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.

www.insureoklahoma.org

