

the VOICE



Providing qualified Oklahomans with access to affordable health care!

Insure Oklahoma Employer Blast - Winter 2012

HOLIDAY HOURS

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

SIGNATURES - employer/business owner

Agents cannot sign employer applications, employer change forms, subscriber/employee change forms, etc. Forms can only be signed by the employer contact person or business owners. For more information on updating contact information, please contact the Insure Oklahoma helpline at 1-888-365-3742.

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. If you are unable to email your documentation you may fax it to 405-530-3433 with a [Cover Sheet](#).

UPDATED FORMS

Please use the updated forms on the website. We have received outdated forms and this can cause a delay in processing. The forms can be faxed to 1-405-530-3433 or emailed to Insureok@okhca.org.

- [Agent of Record Form](#)
- [Electronic Funds Transfer \(EFT\) Form](#)
- [Employer Application](#)
- [Employer Attestation-Employee Citizenship Form](#)
- [Employer Change Form](#)
- [Employer Contract](#)
- [Cover Sheet](#)
- [Open Records Request Form](#)
- [Staff Listing Form \(We need to know if the business owners are applying\)](#)

www.insureoklahoma.org



QUESTIONS OVER 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.

2012 ESI SUBSIDY SCHEDULES

The 2012 subsidy schedule is now available on the Insure Oklahoma website. The employers may now view the [ESI Payment Schedule](#) for future payment date. Insure Oklahoma prefers to receive invoices by email. You may scan the documents and email it to us as an attachment to Insureok@okhca.org. If you are unable to email your documentations you may fax it to 405-530-3433.

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.

