

the VOICE



Providing qualified Oklahomans with access to affordable health care!

Insure Oklahoma Employer Blast –Fall 2012

INCOME CHANGE REMINDER

Per Policy: Approved individuals must notify Oklahoma Health Care Authority of any changes, including household status and income that might impact individual and/or dependent eligibility in the program within 30 calendar days of the change. If you have any questions, please call the IO helpline at 888-365-3742.

EMPLOYER PORTAL

Employers can access information about their Insure Oklahoma Account. The portal is for the employer to view information that will include business addresses, contact information, agent information, and qualified health plan. The employer can also obtain employee(s) pin numbers, subsidy payments and invoice payments. There can only be one user per account. If an agent wants to access the portal on behalf of their employer group(s), the agent will need to coordinate with the employer for the log in ID and password. <https://www.insureok-employer.org>

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 888-365-3742.

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 the Insure Oklahoma 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. This also allows you to earn credit for successfully have signed up five (5) IO employer groups. [Agent of Record Form](#)

www.insureoklahoma.org



CARRIER RENEWALS

When an employer needs to change plans and/or carriers during their period of eligibility with Insure Oklahoma, they must send in a **new 2 page application, rates and benefit summary page**. They can be emailed to Insureok@okhca.org or fax to 405-530-3433.

HOLIDAY HOURS

State Agency will be closed

- Monday, November 12, 2012 - Veteran's Day
- Thursday & Friday, November 22 & 23, 2012 – Thanksgiving
- Monday & Tuesday, December 24 & 25, 2012 – Christmas
- Tuesday, January 1, 2013—New Year's Day

