

Insure Oklahoma has provided detailed instructions to employers and members.

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This week, Insure Oklahoma Employer-Sponsored Insurance employers and employees will receive letters notifying them of the March 14-31 reapplication period.

Please read the [employer letter](#) and [ESI member letter](#) to learn what steps your clients will need to take.

Dates to Remember

Feb. 4, 2016

Insure Oklahoma Helpline closed for the day

Feb. 10, 2016

Submit invoices for previous months to avoid delays

Feb. 12, 2016

Last day to receive ESI employee applications for March eligibility

Feb. 18, 2016

Last payment for February 2016 invoices

March 14-31, 2016

Current Insure Oklahoma employee-members must reapply online

New employees must apply online for April eligibility

April 2016

Subsidy payments resume

What Employers Need To Do

- Remind employees of the required reapplication period.
- Provide employees with their Employee Eligibility Numbers (EEN). The EEN is the same as the Personal Identification Number (PIN) that was provided to each employee when they first enrolled. The EEN is required on the application.

What Employees Need To Do

- Follow the instructions in the letter to access their online accounts between March 14-31. They must access their accounts during this time period to reapply or verify personal information.
- Verify or add the EEN to their account information.
- View eligibility results.

Reminder: How and When to Apply This Spring

Insure Oklahoma's new online application is scheduled to launch March 14. To transition our operations to the new system, we've taken down our previous online application system and will accept paper applications for a short period of time. Please note the following application deadlines and procedures during this transition period:

March Eligibility

New Employers: The deadline for March eligibility has passed.

New and Renewing Employees: Apply with a [paper application](#) by Feb. 12 (note: these employees must also reapply online March 14-31).

April Eligibility

New Employers: At this time, applications are being held for processing through the new system in March.

New and Renewing Employees: Apply through new online application between March 14-31. Insure Oklahoma will no longer accept paper applications for employees.

Renewing employers should continue their normal renewal process.

Submitting Paper Applications

Email: insureok@okhca.org

Fax: 405-949-9563

Mail: Insure Oklahoma PO BOX 54200 Oklahoma City, OK 73154-1200

In Case You Missed It...

March and April Payment Schedule

Due to the system changes, Insure Oklahoma is adjusting our subsidy schedule. The last payment issued from the old system for February 2016 invoices will be on Feb. 18, 2016. After this date, February payments will be issued through our new system in April 2016.

You may continue to send in March 2016 invoices; however, March payments will not be made until April 2016. Click [here](#) to see the 2016 payment schedule.

Out-of-Pocket Reimbursement Period

Out-of-pocket reimbursement will switch to a calendar-year basis beginning April 1. The 2016 reimbursement period will run April 1-Dec. 31. The reimbursement period will then renew Jan. 1, 2017.

New Helpline Hours

The Insure Oklahoma Helpline has changed its hours of operation. The new hours are:

Monday-Tuesday: 8 a.m.-5 p.m.

Wednesday: 10:30 a.m.-5 p.m.

Thursday-Friday: 8 a.m.-5 p.m.

The helpline is closed on weekends and state holidays. Please note the helpline will also be closed on Thursday, Feb. 4.

**Do you know someone else who wants to receive
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Questions? Call the Insure Oklahoma Helpline at 888-365-3742.



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