

Guide provides step-by-step instructions for creating an online account and applying for Insure Oklahoma.

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Insure Oklahoma has created a step-by-step guide to demonstrate how to apply for Employer-Sponsored Insurance through the new online enrollment system.

You can [download a digital version](#) of the guide. A [printer-friendly version](#) is also available.

The guide begins with account registration and walks the applicant through completing a new application. It is geared toward applicants who do not have current SoonerCare accounts, but others may also find it helpful.

**Please note the following application areas that could be important to Employer-Sponsored Insurance members:**

- **Authorized Representatives:** Applicants can choose authorized representatives to manage their benefits. An authorized representative can be anyone, including an insurance agent. This designation is valid for 364 days. See page 13 of the digital guide.
- **Absent Parents:** If an applicant lists a child in the household, but the child's other parent does not live in the household, then the applicant must provide information about the other parent. In addition, adults must agree to cooperate with Oklahoma Child Support Services in order to receive Insure Oklahoma assistance. See page 30 of the digital guide.
- **Employee Eligibility Number (EEN):** ESI applicants must provide an EEN. The EEN is the same as the Personal Identification Number (PIN) that Insure Oklahoma may have previously issued for each employee. See page 37 of the digital guide.
- **Health Insurance:** The application asks if anyone in the applicant's household has health insurance. Employer-Sponsored Insurance applicants should answer "No." See page 46 of the digital guide.

### **Dates to Remember**

#### **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

**This week, Insure Oklahoma employers and members will receive reminder letters regarding the required March 14-31 reapplication period.**

**Please read the [employer reminder letter](#) and [ESI member reminder letter](#) to learn more about what steps need to be taken to reapply.**

## **March 2016 Income Guidelines**

Insure Oklahoma has published adjusted income guidelines that reflect the limits under the new eligibility methodology. [Click here](#) to see the **Employer-Sponsored Insurance Income Guidelines**.

These guidelines are effective through March 31. New income guidelines that show 2016 cost of living adjustments will be available April 1.

## **New Employer Portal**

Insure Oklahoma is launching its new Employer Portal. Through the new portal, employers can:

- Update business information.
- Add or remove employees to staff listing.
- Request and look up Employee Eligibility Numbers (EEN, formerly known as PIN).
- Submit invoices.
- Send messages to Insure Oklahoma and receive alerts.

The portal can be accessed through the existing web address:

<https://www.insureok-employer.org>. The portal is best viewed using Internet Explorer 8 or higher, Firefox or Chrome. A guide to the new employer portal will be posted to the Insure Oklahoma website soon.

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## 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 was on Feb. 18, 2016. After this date, all 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.

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**Questions? Call the Insure Oklahoma Helpline at 888-365-3742.**



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