

June 2009



### **Application:**

It takes 30 days to process the **PAPER** application for employees. If they are turned in at the end of the month, we will not be able to get them approved for the 1st of the month. They will get approved for the next following month and we will not backdate to the employers effective date for reimbursement.

**Just a reminder:** Employers must have a physical address in the physical address box not a P.O. Box when filling out the application.

### **Videos**

The videos are available on the website. The video shows step-by-step instructional videos on how to sign up.

<http://www.news9.com/insureoklahoma>

<http://www.newson6.com/insureoklahoma>

### **Employer Application/ Contracts documents:**

As of 06/16/2009, **employers and/or agents** will no longer be required to send in original documents of the application/contracts. The documents may be faxed in or mailed in with a legible notary.

### **Federated plans**

New Federated plans have been approved. Please see the attached for "H" numbers. They should be posted to the website soon.

**\*\*Note:** The old numbers are split into new plans so that each option is unique. To make things easier, we kept the old numbers active, but we did rename them. Please let agents know to be diligent when choosing the "H" number as they have changed.

**Maintenance:**

The DHS maintenance downtime is every Thursday from 7:00 PM to 7:00 AM Friday morning. This can affect enrollment processing during these times.

**2009 Payment Payout Schedule**

The new 2009 ESI Payment Schedule has been updated and can be accessed on line.

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**Brochure/Poster Order Form**

[http://www.insureoklahoma.org/IO\\_order.aspx](http://www.insureoklahoma.org/IO_order.aspx)

**Qualified Agent Form**

[http://www.insureoklahoma.org/qualified\\_agent.aspx](http://www.insureoklahoma.org/qualified_agent.aspx)