



## Insure Oklahoma/O-EPIC

### **Welcome to the Insure Oklahoma/O-EPIC program.**

#### **BEFORE YOU CAN RECEIVE PREMIUM ASSISTANCE – TAKE NOTE OF THE FOLLOWING:**

- **EMPLOYEES MUST APPLY AND BE APPROVED TO RECEIVE PREMIUM ASSISTANCE.**
- **PREMIUM ASSISTANCE BEGINS THE FIRST OF THE MONTH AFTER APPROVAL.**
- **EMPLOYEES MUST LIST ALL HOUSEHOLD MEMBERS AND INCLUDE ALL HOUSEHOLD INCOMES ON THE APPLICATION.**
- **IN ORDER TO RECEIVE YOUR MONTHLY SUBSIDY PAYMENT, YOU MUST SEND ALL PAGES OF YOUR INVOICE INCLUDING THE SUMMARY PAGE EACH MONTH.**

You will receive a PIN letter for each employee listed on your staff listing. Employees will need this PIN number and your employer ID to apply.

#### **Please remind your employees of the following when they apply:**

- Employees must choose one of their employer's qualified health plans.
- Employees must report all household annual income (earned and unearned).
- Employees must report each household member's SSN and employment information.
- Children are not eligible for Insure Oklahoma/O-EPIC premium assistance.
- A completed Subscriber Application must contain true and accurate information. All applications are subject to review and audit for accuracy. Eligibility may be reversed at any time if inconsistencies are found. All monies paid in error will be subject to repayment.

**All of the following forms are available at [www.insureoklahoma.org](http://www.insureoklahoma.org) or can be requested by calling the helpline at 1-888-365-3742.**

#### **Employee/Subscriber Application: (OEPIC-5)**

- Employees may apply on-line at [www.insureoklahoma.org](http://www.insureoklahoma.org) or by completing a paper application.



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### **Employer CHANGE Form:** (OEPIK-4)

- Employers can add or delete employees, change location and contact information, or update health plan rates using the employer change form.
  - The business address may be updated (Note: a physical street address is required and the address must remain in Oklahoma to stay eligible).
  - If premium rates have changed, attach the new rate schedule.
  - If the business is canceling their current health plan, they CANNOT choose a new plan, they must re-apply by filling out the Employer Application (OEPIK-1) form.
  - Employers must keep an updated staff listing.
  - Remember for new employees, premium assistance will start the first of the month after approval.

### **Employer Attestation-Employee Citizenship Form:** (OEPIK-9)

- Once employees are approved, federal law requires them to prove their US citizenship to Insure Oklahoma.
- Employees may submit their own forms of US citizenship, or you as the employer can sign the optional "Employer Attestation-Employee Citizenship Form" and attest that all of your employees are US citizens.
- The optional "Employer Attestation-Employee Citizenship Form" does not cover employee spouses. Employee spouses must still provide their proof of US citizenship, regardless if this form is submitted.

### **Submitting Monthly Invoices:**

- You will receive a monthly invoice from your health plan carrier.
- Fax or mail a copy of the entire monthly invoice including the summary page to the Third Party Agent (TPA). The fax number is (405) 949-9563, or address P.O. Box 18650, Oklahoma City, OK 73154-1650.
- Invoices will be processed and subsidies paid according to the schedule available at [www.insureoklahoma.org](http://www.insureoklahoma.org) or by calling the helpline at 1-888-365-3742.
- Subsidy payments will be deposited into your bank account via Electronic Funds Transfer (EFT).

### **Renewing the Employer Application:**

- After the 12 month employer eligibility period, you will be automatically renewed for another 12 months. Insure Oklahoma/O-EPIC will still verify the employer size with the Oklahoma Employment Security Commission.
- Employees MUST re-apply. If your employees wait until after the end of the employer eligibility period, there will be a lapse in premium assistance payments.

**If you or your employees have any questions about the enrollment process or the Insure Oklahoma/O-EPIC program, please feel free to call our Insure Oklahoma/O-EPIC helpline at 1-888-365-3742.**