

Small Group Enrollment Requirements (4-50)

- ✓ Providence must be the sole carrier.
- ✓ Determine if the group meets the Oregon definition of a small group (2-50).
 - Groups eligible to file consolidated tax returns will be quoted on a combined basis in order to properly determine the group size.*
- ✓ Groups must be domiciled in the Providence Health Plans (PHP) Service Area.
- ✓ A map of our service area can be found on our website.
- ✓ Groups with four (4) or more benefit eligible employees must meet PHP enrollment requirements of 75% of eligible employees and 25% of their eligible dependants.
- ✓ Employees waiving membership in PHP benefits due to other group coverage are not counted against participation.
- ✓ Groups with 100% enrolling employees or members residing and working in PHP's EPO Service Area may choose a Personal Option or Open Option product.
- ✓ Groups with 33% or less of enrolling employees or members residing and working outside of PHP's EPO Service Area but who are residents within Oregon or Washington may choose a Personal Option product.
- ✓ Groups with 49% or less of enrolling employees or members residing and working outside of PHP's EPO Service Area may choose an Open Option product.
- ✓ Other guidelines to remember:
 - Incomplete new group submissions will be returned to the agent
 - Waiver information required for all eligible employees waiving group coverage
 - Deadline for enrolling new groups for the 1st of the month is the 25th of the month prior to the effective date
 - Deadline for enrolling new groups for the 15th (mid-month) effective date is the 10th of the month of the effective date
 - All groups enrolling for the 15th of the month are required to submit one and a half months premium payment with enrollment materials.

I understand submission of group application and enrollment materials do not guarantee an offer of coverage with PHP.

(Producer Signature)

(Date)

*This can be ascertained by determining whether the business owner owns, or is a partner in, more than one business. If the business is eligible to file a consolidated tax return, they are eligible to enroll all businesses together on one contract or on separate contracts.