



## Implementation

Significa Benefit Services is able to accept eligibility data from the current administrator in Excel or paper and can accept claims data via electronic data interchange (EDI). Once all information is received, new ID cards can be issued and mailed.

Subsequent enrollments and benefit terminations can be submitted on-line from the Employer+ section of the Significa Benefit Services website. The enrollment program allows for entry of employee and dependent information, including coordination of benefit information and benefit waivers. Terminations can be submitted electronically to ensure prompt processing of COBRA election notices and pharmacy status changes.

## Implementation Schedule

- Acceptance of Proposal: 30 - 45 days prior to effective date  
Stop-Loss Carrier Selection  
Stop-Loss Contract Selection
- Application Process: 30 days prior to effective date  
Stop-Loss Disclosure  
Stop-Loss Application  
Significa Benefit Services Master Application  
Funding Arrangements  
Finalize Plan Design
- Initial Submission: 30 days prior to effective date  
Submit paperwork to Significa Benefit Services for the stop-loss carrier.  
Submit binder check as required by the stop-loss carrier.  
Submit disclosure at the carrier's earliest date (15 - 30 days prior to effective date).
- Communication Process: 25 - 30 days prior to effective date  
Schedule employee meetings.  
Require benefit changes be handed in no later than 2 weeks prior to effective date.
- Enrollment: 14 - 20 days prior to effective date  
Submit completed enrollment census to Significa Benefit Services in agreed-upon format. (Excel preferred.)  
If Significa Benefit Services is processing run-in, contact prior carrier (for deductible, coinsurance and history).
- Issue Materials: 5-10 days prior to effective date  
Employee ID cards issued and mailed.
- Effective Date and Beyond: 30 to 60 days  
Draft of plan document/SPD submitted for client review. (30 days)  
Vendor and other administrative agreements submitted for client signature.  
(Occurs throughout implementation.)  
Implementation call to employer: (45 - 60 days)