

New Group Submission

In order to process a New Group submission for Pacific Health Trust, the following items are required at the time of submission:

- Master Application, completed and signed
- PHT Joinder Agreement, signed
- EFT form, completed and voided check attached – If the group is paying by EFT, PHT does not require a binder check at the time of submission.
 - o If the group is electing to pay by check... PHT assesses a monthly admin fee of 2% of total premium to check payers. If a group is paying by check, **a binder check for the first month's premium is due with the group's submission.** Binder checks can be made payable and mailed to:

Pacific Health Trust
c/o Benefit Solutions Inc
PO Box 6
Mukilteo, WA 98275
- Form 5208A/B and/or ownership documents (**for groups of 2-5 employees only**)
- Copy of sold proposal
- Individual Health Risk Questionnaire, completed and signed by the employee(s)
- Employee Enrollment Forms, completed and signed by the employee(s)
- COBRA Administrative Agreement (if applicable)
- CDHP Group and Employee Enrollment Forms (if applicable)
- Late Submission Application/Letter (if submitting after the 20th of the month)
- Authorization for Disclosure of R Numbers (if you want R #'s released to you)

In addition, the following items are required; however they are not required at the time of submission.

- Deductible Credit forms (if applicable) – For groups that qualify for deductible credit, you will need to provide a deductible credit report from the prior carrier. If a deductible credit report is unavailable, members may submit EOB's directly to Health Net at the time of the claim.

New Group Submission Deadline is the **20th of the month** preceding the group's sold effective date. New group materials can be submitted electronically to the email address below.

For questions regarding New Group Submission, please contact the Trust's General Agent:

Willis of Oregon, Inc.
222 SW Columbia Street, Suite 600
Portland, OR 97201
Phone: (866) 873-6175
Fax: (503) 459-4555 or (866) 999-3485
E-mail: service@pacifichealthtrust.com