

New Group Submission

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

- PHT Joinder Agreement, signed
- Master Application, completed and signed
- EFT form, completed and voided check attached
- 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 Enrollment Form (if applicable)
- CDHP Employee Enrollment Forms (if applicable)
- Late Submission Application/Letter (if submitting after the 20th of the month)

~ ALL OF THE ABOVE ITEMS ARE REQUIRED AT THE TIME OF SUBMISSION ~

Pacific Health Trust will be unable to accept a new group sale without all of the above items.

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.
- Pre-Existing Condition Waiver (if applicable) - Health Net requires six (6) months of previous billing documentation to credit prior service toward pre-existing conditions limitations.

New Group Submission Deadline is the **20th of the month** preceding the groups sold effective date. For questions regarding New Group Submission, please contact the Trust's General Agent:

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