

# Group Enrollment Procedures

## Open Enrollment

- ◇ Make an announcement to all employees about offering an option that saves money on dental services with New Dental Choice
- ◇ Provide each employee with a New Dental Choice informational flyer and Enrollment Form
- ◇ Encourage all employees to visit [www.NewDentalChoice.com](http://www.NewDentalChoice.com) to view the Plan savings, benefits, and local participating dentists
- ◇ Collect the completed Enrollment Forms (each form must include the company/employer name & effective date)

\* NOTE: Employees/dependents can terminate their New Dental Choice membership at any time, thru their employer. However, they may not re-enroll for one (1) full year from the date of termination without evidence that the reason for termination was due to coverage received elsewhere and has since ceased

## Membership Activation

- ◇ Remit the following to New Dental Choice:
  - ❖ Signed Group Agreement
  - ❖ Completed Group Application
  - ❖ Completed Employee Enrollment Forms (all participating employees)
  - ❖ First Month's payment (Make check payable to New Dental Choice)

## Eligibility

- ◇ Within 5 to 7 business days of the effective date, New Dental Choice will mail ID Cards, a partial provider list, and membership materials directly to the employees (unless otherwise instructed)
- ◇ Eligibility is effective as soon as the employee receives their ID cards

## Billing and Adjustments

- ◇ During the first week of each month you will receive a list bill, listing all eligible employees on the group. Upon receipt, remit payment to New Dental Choice including
  - ❖ Employee and Dependent additions can be made by submitting a new Employee Enrollment Form
  - ❖ Employee information changes can be made by submitting an Employee Change Form
  - ❖ Employee and dependent deletions can be noted on the Employee Change Transmittal Information Form that is mailed with the monthly list bill; the form must be signed and include the date of termination (retro activation or termination not available). Membership ID cards must also be returned