



New Jersey Small Group Enrollment Check List

All cases must be complete and submitted prior to the requested effective date. Enrollment will conduct an audit to determine whether the documentation is compliant. If one or more of the below documents are missing or incomplete, it must be delivered within five business days upon receipt or the case will be returned.

- Application for a Small Group Employer Health Benefits Policy**
- New Jersey Small Employer Certification:** All eligible/enrolling employees must be indicated on this form for eligibility purposes.
- Rate Model:** Must be submitted with application and include all benefit information requested for group coverage.
- Group Transmittal Form (brokers only):** All pertinent benefit and broker information must be completed in order to process the group installation.
- Company Binder Check:** (in the amount of one month's premium) Personal checks will not be accepted. Starter checks are accepted if accompanied with confirmation from the bank of the business account information.
- Benefits Enrollment Form and Pre-Existing Conditions Statement:** Must be signed and submitted for each eligible enrolling employee.
- Health Benefits Waiver of Coverage:** Must be signed and submitted for each eligible non-enrolling employee
- Student Verification Form:** Required only for Members with an eligible dependent who is a full-time student between the ages of 19 and 23.
- Prior Insurance Coverage:** Please submit the last statement from the group's current carrier.

Oxford USA Documentation Requirements

- Oxford USA Addendum:** Required for groups selecting Out of Area plan only.
- Benefits Enrollment Form and Pre-Existing Conditions Statement:** (see above)
- Small Employer Certification:** (see above)
- Rate Model:** (for Out of Area members ONLY)