



## Group Master Application – for Group Size 1-50

Please submit a complete and accurate application to our office **by the 15th of the month prior to the requested effective date** or there may be delays to the processing and activation of your group. If additional space is needed, please attach a separate sheet of paper.

Requested Effective Date \_\_\_\_\_

Group Number | | | | | | | | | |

### SECTION A – GROUP NAME & ADDRESS

Group's Legal Name:				
Doing Business As (DBA):				
Name to be used by Asuris: <input type="checkbox"/> Legal <input type="checkbox"/> DBA				
Include attention lines where applicable for addresses below. If separate billing invoices are required, attach a separate page with billing name, address, and contact information.				
Physical Address (Required – No PO Box)	City	County	State	ZIP
Mailing Address	City	County	State	ZIP
Billing Address (if different than mailing)	City	County	State	ZIP
City of Business Headquarters:		Federal Tax ID Number (EIN):		
State of Business Headquarters:		State Tax ID Number (UBI required):		

### SECTION B – CONTACT INFORMATION

<b>Executive Contact</b> (President, Owner, etc.)			
Name	Phone (area code required)	Fax (area code required)	
Title	Email		
<b>Group Administrator</b>			
Name	Phone (area code required)	Fax (area code required)	
Title	Email		
<b>Primary Billing Contact</b>			
Name	Phone (area code required)	Fax (area code required)	
Title	Email		
<b>Third Party Administrator</b> (if no Third Party Administrator skip to next section)			
TPA Name:		Services: <input type="checkbox"/> Billing <input type="checkbox"/> Eligibility <input type="checkbox"/> COBRA <input type="checkbox"/> Other	
Address		Contact Name:	
		Phone (area code required):	
City:	State:	ZIP Code:	Email:



**SECTION C – PRODUCER INFORMATION****Primary Producer**

Producer's Name	Producer's Agency	Producer's Number
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**Secondary Producer** (if no secondary producer, skip to next section)

Producer's Name	Producer's Agency	Producer's Number
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**Commission Split** (if applicable)

Medical Producer 1: _____% Producer 2: _____%	Dental Producer 1: _____% Producer 2: _____%
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**SECTION D – GROUP INFORMATION****General Information**

SIC Code 	Industry Description	Date Business Started
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Type of Business:       Sole Proprietorship       Partnership  
 Corporation       Other: \_\_\_\_\_

Names of all Affiliated Businesses (or enter "N/A")

Name of Workers' Compensation Carrier (if none, please explain)

Will the group offer other coverage to its eligible employees?  
 Medical:     No     Yes – If yes, then the group is not eligible for group medical coverage with Asuris.  
 Dental:     No     Yes – If yes, then the group is not eligible for group dental coverage with Asuris.

Current Medical Carrier	Current Dental Carrier
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**Applicable Federal Mandates**

The group may be subject to any or all of the following 4 federal mandates which govern certain administration rules of group-sponsored healthcare plans. Basic, minimal criteria are provided to help determine applicability of each mandate.

**COBRA** – Applies if group employed 20 or more employees for 50% or more of the typical business days in the preceding calendar year (excluding church and federal government groups). You may count a part-time employee as a fraction of a full-time employee.

Is the group subject to COBRA?  
 No – Skip to the next mandate.  
 Yes – If the group uses a TPA to administer COBRA then answer the next questions, otherwise skip to the next mandate.

TPA submits COBRA enrollment/disenrollment directly to Asuris?     No     Yes

Send invoice for COBRA participants to the TPA at the address provided in Section B?     No     Yes

**ERISA** – Applies to most groups other than church and government entities.

Is the group subject to ERISA?     No     Yes – Enter the ERISA plan year: \_\_\_\_\_

**OBRA** – Applies if group employed 100 or more employees (full-time and/or part-time) for at least 50% of the workdays of the preceding calendar year.

Is the group subject to OBRA?     No     Yes

**TEFRA/DEFRA** – Applies if group employed 20 or more employees (full-time and/or part-time) for each working day in each of 20 or more calendar weeks in the current or preceding calendar year.

Is the group subject to TEFRA/DEFRA?     No     Yes  
 If status has changed in the last year, date of change: \_\_\_\_\_



**SECTION D – GROUP INFORMATION (continued)****Employee Counts – Affordable Care Act (ACA) Requirements**

ACA requires us to record the group's (and all affiliates') average number of employees for the preceding **completed** calendar year. This count includes the following local & worldwide employees: full-time, part-time, seasonal, union workers, as well as business owners, corporate officers, and partners if they are also employees. The count does **not** include contracted 1099 individuals or non-employees.

Average number of employees (for ACA) was \_\_\_\_\_ in the preceding **completed** calendar year 20 \_\_\_\_\_.

**Employee Counts – Non-residents**

Count of eligible employees outside the state. Employees residing in the state of Hawaii are not eligible.

State					
Number of Employees					

**SECTION E – ADMINISTRATION****Eligibility**

Provide the minimum number of hours employees are required to work to be eligible for coverage under this plan: \_\_\_\_\_ (must be at least 20)

Choose coverage options.

	Employee and dependents (children and spouse/domestic partner)	Employee and children only (no spouse/domestic partner)	Employee only
Medical/Pharmacy/Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	N/A	<input type="checkbox"/>

**Qualification for Group Plan**

To qualify for a group health plan, at least one employee must be enrolled. Employees, for this purpose do not include:

- A self-employed individual;
- A sole proprietor of the sponsoring business or the sole proprietor's spouse;
- An individual that wholly owns a corporation that is the sponsoring business, or wholly owns the corporation with his/her spouse (except a corporate officer who is an employee as defined in 26 CFR 31-3121(d)-1(b)); and
- A partner in a partnership sponsoring the plan or the partner's spouse (except a "bona fide partner" as defined by law in 45 CFR section 146.145(c)(2)).

Will the group have at least 1 employee **enrolled** as of the effective date of coverage?  No  Yes

**Probationary Period**

A probationary period may not be waived or altered for a particular employee. Before adopting different probationary periods by employee class (hourly, salaried, etc.), consider seeking tax and/or legal advice. Premiums will be prorated for coverage effective dates other than the 1<sup>st</sup> of the month.

List classes below (if one class, make selection on line 1), then select an option indicating when coverage is effective.

Class (account for all employees)	1 <sup>st</sup> of the month following:			On the actual:	
	Date of hire*	30 days	60 days	Date of hire	90 <sup>th</sup> day
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*If choosing "1<sup>st</sup> of the month following the date of hire," employees hired on the 1<sup>st</sup> of the month are effective on the:

- date of hire.  
 1<sup>st</sup> of next month.

Part-time employees transferring to full-time will start their probationary periods on the:

- original hire date (retroactive).  
 date the employee transfers to full-time hours.

Will the group waive the probationary period on initial enrollment (new groups only)?  No  Yes



**SECTION E – ADMINISTRATION (continued)**

**Premium Contribution**

There is a minimum employer contribution percentage of 50% of employee premium of the lowest cost plan offered.

Specify the contribution amount below.

If contribution is the same for all employees, enter all amounts on line 1. Attach another sheet if needed.

Class or Product	Medical/Vision		Dental	
	Employee	Dependent	Employee	Dependent
1	%	%	%	%
2	%	%	%	%
3	%	%	%	%
4	%	%	%	%
5	%	%	%	%

**Payment**

Select payment method:

Pay via ACH pull    Pay via ACH push    Pay by check

**Minimum Participation Requirements**

To be eligible for coverage at least 75% of the group's eligible employees must participate in the plan after consideration of valid waivers (or 100% if the group has 1 to 3 employees).

At the time of the application the group represents that:

A. Total number of employees on payroll (excluding COBRA participants*)	_____	(A)
B. Minus individuals not eligible: working fewer than the minimum hours	- _____	(B)
C. Minus individuals not eligible: still serving new-hire probationary period	- _____	(C)
D. Minus individuals not eligible: seasonal, substitute or temporary	- _____	(D)
E. Minus individuals not eligible: contracted 1099 individuals	- _____	(E)
F. Minus individuals not eligible: employee segment is ineligible for coverage under this plan (applies to groups of 10 or more enrolled employees, unless union) Description of group's ineligible employee segment: _____ If union, provide a copy of the union roster.	- _____	(F)
G. Equals the subtotal number of eligible employees	= _____	(G)

Use subtotal (G) to continue calculations for Medical and Dental.

	Medical	Dental
H. Minus employees waiving with other qualifying coverage	- (H)	- (H)
I. Equals number of employees eligible to enroll	= (I)	= (I)
J. Minus employees declining (no other qualifying coverage)	- (J)	- (J)
K. Equals number of employees enrolling	= (K)	= (K)
L. Participation percentage (K divided by I)	% (L)	% (L)
M. Number enrolling on COBRA*	_____ (M)	_____ (M)
N. Number of former and current employees and/or dependents eligible for COBRA* but have not yet applied	_____ (N)	_____ (N)

\*Refers to both COBRA and non-COBRA continuation of coverage participants.

**Special Annual Enrollment Period**

If (and only as) required by law, a special annual enrollment period will be offered during a period defined by regulators for a January 1<sup>st</sup> effective date to small groups that do not meet the minimum contribution and/or participation rules. Minimum contribution and participation rules must be met for renewing groups.



**SECTION E – ADMINISTRATION (continued)****Enrollment Method**

	Spreadsheet	Asuris Online Enrollment*	Paper Enrollment Forms
Initial/Open Enrollment	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Ongoing Enrollment	N/A	<input type="checkbox"/>	<input type="checkbox"/>

\*If choosing “**Asuris Online Enrollment**,” will the group allow employees to enroll themselves?  No  Yes

**Employer Center**

Our online portal allows registered users access to group information at any time. To request an Employer Center account, provide contact information for the primary user below (**required if selecting Asuris Online Enrollment method**). An email will be sent to this user with registration instructions once the group is set up.

Primary User Name	Phone (area code required)	Email
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**Deductible and Out of Pocket Accumulators**

To comply with properly crediting amounts accumulated from the prior carrier, the group must confirm if amounts accumulated on a calendar year or a plan year (matching your contract renewal period e.g. renewal month is April, accumulation starts April 1 and ends March 31).

Under the prior carrier, deductible and out of pocket amounts accumulated on a:

- calendar year January through December.  
 plan year. Enter dates for the plan year accumulators with prior carrier: \_\_\_\_\_

**SECTION F – BENEFIT OPTIONS****Medical Plan Choices**

The group may select up to 5 different metallic plans. Rate sheets are required for product selections. Pharmacy benefits are embedded in the medical plans.

If offered by class, specify employee class (or enter “ALL”): \_\_\_\_\_

Attach a separate sheet of paper for each class specification if offering different plans per employee class.

Asuris EmployeeSelect:

- |                                       |  |  |  |
|---------------------------------------|--|--|--|
| <input type="checkbox"/> Platinum 250 | <input type="checkbox"/> Gold 2500             | <input type="checkbox"/> Gold HSA 1500   | <input type="checkbox"/> Platinum 500 NC |
| <input type="checkbox"/> Platinum 500 | <input type="checkbox"/> Silver 3250           | <input type="checkbox"/> Silver HSA 2000 |  |
| <input type="checkbox"/> Gold 500     | <input type="checkbox"/> Silver 5500           | <input type="checkbox"/> Silver HSA 3500 |  |
| <input type="checkbox"/> Gold 1000    | <input type="checkbox"/> Silver Essential 4000 | <input type="checkbox"/> Silver HSA 4000 |  |
| <input type="checkbox"/> Gold 2000    | <input type="checkbox"/> Bronze Essential 5000 | <input type="checkbox"/> Bronze HSA 5000 |  |

Select medical rate structure:  Composite  Age Banded

**Health Savings Account (HSA)**

Asuris offers integration with HealthEquity, an HSA Administrator. This integration allows HealthEquity to automatically set up health savings accounts for each employee enrolled on an Asuris HSA Healthplan and offers employees the ability to pay providers directly from their HSA.

Did you select an Asuris HSA Healthplan from the medical plan choices?

- No – Skip to the Vision Plan Choice section.  
 Yes – Will the group elect HealthEquity to administer its HSAs?  
 No; the group will choose another bank. Name of bank (optional): \_\_\_\_\_  
 Yes – Who will pay the monthly fee?  Employer  Employee

**Vision Plan Choice**

Vision plan is only available with the purchase of a medical plan.

Asuris Choice Vision



**SECTION F – BENEFIT OPTIONS (continued)****Dental Plan Choices**

Available options are shown below. Deductibles apply to class II & class III dental services. Rate sheets are required for product selections.

	Deductible	Annual Maximum
<input type="checkbox"/> Enhance	<input type="checkbox"/> \$25 <input type="checkbox"/> \$50	<input type="checkbox"/> \$1,000 <input type="checkbox"/> \$1,500 <input type="checkbox"/> \$2,000
<input type="checkbox"/> Enhance Rewards	<input type="checkbox"/> \$25 <input type="checkbox"/> \$50	<input type="checkbox"/> \$750 <input type="checkbox"/> \$1,000

## Additional Coverage Options:

- Orthodontia \$1,000 lifetime maximum (available with 26 or more enrolled employees)
- Orthodontia \$1,500 lifetime maximum (available with 26 or more enrolled employees)
- TMJ \$1,000 annual maximum

**SECTION G – ACKNOWLEDGMENTS AND CERTIFICATIONS**

If you have any questions about the benefits and services that are covered, provided, limited or excluded under the group coverage(s) to which this application applies, please contact your Sales Representative before signing this application.

**Note:** The Company as used here means the group applying for coverage as indicated in Section A – Group Name & Address of this application.

I certify that I am an officer or employee of the Company, that I am duly authorized to execute this application on behalf of the Company, and that the Company:

- a) Applies for the group coverage(s) selected in Section F – Benefit Options of this Group Master Application.
- b) Authorizes any person or other entity to release to Asuris Northwest Health (Asuris) any information requested by Asuris in connection with the processing of this application.
- c) Acknowledges, where permitted by law, that Asuris may choose not to approve this application and any premium received will be returned if the application for group coverage(s) is not approved.
- d) Acknowledges that coverage is not in effect until Asuris accepts this application, establishes an effective date of coverage and issues the group contract(s) to the Company.
- e) Acknowledges that, if this application is approved by Asuris, it will form a part of the group contract(s) issued by Asuris and agrees that the Company will be bound by the terms and the conditions of the entire group contract(s).
- f) Acknowledges that eligibility standards (e.g., minimum hours, probationary period(s) etc.) must be established at the time of initial application, may be changed only at contract renewal, and must be adhered to for all employees and dependents.
- g) Acknowledges that it has selected the group coverage(s) to be offered to its employees, based upon information provided by Asuris, and that no producer or consultant had or has authorization to modify the terms of the offer. All material terms of coverage are set forth in the group contract(s), of which this application, if accepted, is but one part.
- h) Agrees to make payroll and other records directly related to employee participation levels or to employees' coverage, premiums, or contributions under the group contract(s) available to Asuris for inspection. This provision shall survive the termination of the group contract(s). Upon renewal or anytime throughout the contract period, the Company agrees to provide Asuris, upon its request verifications of employee participation levels.
- i) Agrees that, except with regard to a statutory continuation of coverage or unless the change is approved in writing by an authorized representative of Asuris, at no time shall any employee be permitted or required to make contributions for coverage at a rate higher than the employee contribution rate represented herein.
- j) Agrees the group contract(s) will determine the contractual provisions, including procedures, exclusions, and limitations, relating to the coverage and will govern in the event of conflict with any benefits comparison, summary, or other description of the coverage.
- k) Agrees to deliver, or otherwise make available to enrollees, all Asuris paper or online member documents and other coverage-related materials.
- l) Agrees to make all coverage options available to all employees and dependents who satisfy eligibility requirements.
- m) Acknowledges that benefits may be added or deleted only at the time of initial application, at contract renewal, when required by law, or as mutually agreed between the Company and Asuris in accordance with the group contract(s).
- n) Acknowledges that Asuris must be notified (in the manner described in the group contract(s)) when there is a change to Company information (e.g., name, address, phone number, contact person, ownership status, etc.).
- o) Acknowledges that contracting physicians, hospitals, and other health care providers are independent contractors and are neither producers nor employees of Asuris, that Asuris does not provide health care services, and that Asuris cannot guarantee any results or outcomes of care. We are responsible for the quality of health care you receive only as provided by law.



- p) Certifies under penalty of perjury that all statements made and information provided in this application are accurate and complete to the best of its knowledge or belief and acknowledges that Asuris will rely in part on the information in this application as the basis for Asuris' decision on whether to approve this application and issue any group contract(s). It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purposes of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits. In addition, Asuris will have the right to collect any claims payments or other damages. If Asuris continues a group contract with the Company after untrue, incorrect, or incomplete information is found to have been provided, and if as a result of correcting false information the Company no longer qualifies for the rate quoted, I understand that Asuris will have the right to adjust the rates to the appropriate level retroactive to the date the misrepresentation occurred, and the Company will be required to pay the rate adjustment within 30 days of the date of notice by Asuris.
- q) Agrees that any controversy or claim between the Company and Asuris arising out of or relating to the group contract(s), or the breach thereof, whether involving a claim in tort, contract, or otherwise, shall be subject to final resolution through binding arbitration. The Company and Asuris agree that the arbitrator's award shall be binding, may include an apportionment of attorney fees and other fees and costs, and may be enforced in any court with the requisite jurisdiction. Any such arbitration shall be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association and in King County, Washington (WA), unless mutually agreed otherwise by the parties. If any enrollee or former enrollee (or person claiming to be an enrollee or former enrollee) makes any claim or brings any action or proceeding arising out of or relating to the group contract(s) to which Asuris or the Company becomes a party, Asuris and the Company agree to cooperate in the defense of such claim, action, or proceeding and to resolve any controversy or claim between Asuris and the Company through arbitration under this paragraph only after the resolution of the enrollee's (or alleged enrollee's) claim.
- r) Appoints the producer of record (if any) indicated in Section C – Producer Information as the Company's representative in matters of group coverage benefits provided by Asuris. This appointment is in effect on the same day as the group coverage(s) and remains in force until rescinded in writing.
- s) Acknowledges that if the Company has a producer, that producer may receive bonuses, commissions, administrative services fees, or other compensation, including non-cash compensation from Asuris. Incentives may be based on any of several factors, including the size of the Company's business, the products the Company purchases, the producer's volume of business with Asuris, and other services the producer provides to the Company. These incentives may have an indirect impact on the Company's rates. For more information please contact the producer or Asuris.
- t) Acknowledges that the option has been presented to include or exclude TMJ as a covered benefit.

For assistance in administering your group's benefit plan, see the Group Administrator Guide on asuris.com. The guide provides information about benefits, eligibility, enrollment, monthly billing statements and claims submission to help you answer your employee's questions.

## SECTION H – SIGNATURE

I certify that the information provided is accurate to the best of my knowledge.

If you type your name below, you understand that you are electronically signing this document and agree your electronic signature is the legal equivalent of your manual signature on this application.

Group Authorized Representative Signature ► \_\_\_\_\_ Signature Date \_\_\_\_\_

Group Authorized Representative (Print Name) \_\_\_\_\_ Official Title \_\_\_\_\_

1. Include rate sheets for product selections.
2. If ACH pull was chosen, attach completed automatic bank deduction form with bank account confirmation letter or voided check.
3. Submit a complete, accurate application **no later than the 15th of the month prior to the requested effective date.**

Asuris Northwest Health: 528 East Spokane Falls Boulevard, Suite 301, Spokane, Washington 99202

