

Employee Termination Checklist



This checklist is designed to provide the Group Administrator with a guide for materials to include when an employee terminates employment.

_____ Notify BCBSKS auditor of termination of employee. Retroactive cancellations are not allowed.

_____ BluesEnroll: Terminate employee in the BluesEnroll system.

_____ If group is enrolled in Hospital Indemnity Plan and/or Plan 150 Cancer policy, notify auditor if employee wishes to continue on an individual basis.

_____ If COBRA eligible, present COBRA application to terminating employee (Form No. 29-298) prior to leaving employment. If insured has left employment, send an application to former employee and one to his/her spouse via Certified Mail/Return Receipt Requested (separate mailing to each) within 14 days of termination date.

NOTE: If group has under 20 employees, BCBSKS will offer extension of benefits to former employee and employer's obligation ends once auditor has been notified.

_____ If group has 20+ employees, give/send to terminating employee the General Notice of COBRA Continuation Rights. Form is found on website: www.bcbsks.com/CustomerService/Forms/pdf/COBRA_rights_template.doc

_____ If employee is terminating due to reaching age 65, provide Medicare D Disclosure Notice <http://cms.gov/CreditableCoverage/ArchivesCC/list.asp#TopOfPage>

_____ If employee has AICK policy, he/she will need to be terminated on the billing – will need to offer Conversion of benefits. Form is found on website: http://www.advanceinsurance.com/forms/AICK%2012_0309.pdf

_____ Check monthly billing to assure termination appears on the BCBSKS statement.