

# New Hire Checklist



This checklist is designed to provide the Group Administrator with a guide for materials to provide to an employee at the time of hire.

- \_\_\_\_\_ **Ensure employee receives the Meaningful Access disclosure with any BCBSKS form** (automatically prints with forms from this checklist and found on bcbsks.com).  
[http://www.bcbsks.com/CustomerService/Forms/pdf/29-100\\_meaningful-access.pdf](http://www.bcbsks.com/CustomerService/Forms/pdf/29-100_meaningful-access.pdf)
- \_\_\_\_\_ **Give employee Enrollment Form for Group Coverage to enroll in your health and dental plan (Form #40-127).** Completed form can be emailed to [membership@bcbsks.com](mailto:membership@bcbsks.com).  
[http://www.bcbsks.com/CustomerService/Forms/pdf/40-127\\_EnrollmentForm\\_print.pdf](http://www.bcbsks.com/CustomerService/Forms/pdf/40-127_EnrollmentForm_print.pdf)
- \_\_\_\_\_ **If employee does not want the coverage, have him/her complete a Waiver of Enrollment.**  
[http://www.bcbsks.com/CustomerService/Forms/pdf/40-106\\_WaiverEnrollment.pdf](http://www.bcbsks.com/CustomerService/Forms/pdf/40-106_WaiverEnrollment.pdf)
- \_\_\_\_\_ **Give employee copy of your current Summary of Benefits and Coverage (SBC) and Uniform Glossary.** If a copy is needed, contact your marketing representative.
- \_\_\_\_\_ **Give employee copy of "Model Notice for employers who offer a health plan to some or all employees (notice of Marketplace coverage)"- must be provided within 14 days of hire date.** <https://www.dol.gov/agencies/ebsa/laws-and-regulations/laws/affordable-care-act/for-employers-and-advisers/coverage-options-notice>
- \_\_\_\_\_ **Give employee Continuation Coverage Rights Under COBRA General Notice (for 20+ groups only).** <https://www.dol.gov/sites/default/files/ebsa/laws-and-regulations/laws/cobra/model-general-notice.doc>
- \_\_\_\_\_ **Give employee Medicare Part D Disclosure Notice** (if you have Medicare eligible employees and/or retirees). [Medicare Part D Disclosure Notice](#)
- \_\_\_\_\_ **Give employee Uniform Services Employment and Reemployment Rights Act (USERRA) notification.**  
[www.dol.gov/vets/programs/userra/USERRA\\_Federal.pdf](http://www.dol.gov/vets/programs/userra/USERRA_Federal.pdf)
- \_\_\_\_\_ **Give employee Model Notice for Employers Regarding Premium Assistance Opportunities** (Children's Health Insurance Program Reauthorization Act of 2009 (CHIPRA) – applies to all group sizes). <https://www.dol.gov/sites/default/files/ebsa/laws-and-regulations/laws/chipra/model-notice.pdf>
- \_\_\_\_\_ **If group is enrolled in Advance Life, give employee applicable form(s).** Completed forms can be emailed to [CSC-Advance@advanceinsurance.com](mailto:CSC-Advance@advanceinsurance.com).
  - [www.advanceinsurance.com/forms/AICK\\_4.pdf](http://www.advanceinsurance.com/forms/AICK_4.pdf)
  - [Voluntary Life – Form AIC 400](#)
  - [Voluntary Short Term Disability – form AIC 300](#)
  - [Waiver of Coverage – AICK Waiver.pdf](#)
- \_\_\_\_\_ **Voluntary Products – If applicable to your group contact your representative for appropriate forms.**
  - Plan 150 Cancer Policy Application
  - Hospital Indemnity Plan Application
  - Employee Assistance Program (EAP)