

# 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 membership@bcbsks.com of employee termination. Must include employee name, ID number, group number and termination date. Retroactive cancellations are not allowed.

\_\_\_\_\_ BluesEnroll: Terminate employee in the BluesEnroll system.

\_\_\_\_\_ If COBRA eligible, present COBRA Election Notice to terminating employee prior to leaving employment. If insured has left employment, send one Election Notice to former employee and one notice to his/her spouse within 14 days of the termination date. It is best to obtain a Certificate of Mailing. <https://www.dol.gov/agencies/ebsa/laws-and-regulations/laws/cobra/premium-subsidy>

If member elect's coverage, both the COBRA Election Notice and the COBRA Election Form need to be submitted to membership.

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 employee is terminating due to reaching age 65 or disabled, 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 or email [CSC-Advance@advanceinsurance.com](mailto:CSC-Advance@advanceinsurance.com). Will need to offer Conversion of benefits. Form is found on website: [https://www.advanceinsurance.com/forms/AICK\\_12\\_Notice-of-Conversion-Privilege.pdf](https://www.advanceinsurance.com/forms/AICK_12_Notice-of-Conversion-Privilege.pdf)

If employee is disabled, please contact AICK directly at 1-800-530-5989 or 785-273-9804 for assistance on how to proceed.

If employee has a Voluntary Life policy with AICK and is not terminating due to a disability or retirement they may port their coverage using the Application for Portability. Form is found on website: [http://www.advanceinsurance.com/forms/AICK\\_170.pdf](http://www.advanceinsurance.com/forms/AICK_170.pdf)

\_\_\_\_\_ If group is enrolled in an ancillary policy, notify auditor if employee wishes to continue on an individual basis.

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