



An independent licensee of the Blue Cross and Blue Shield Association

2019-2020 EHA Renewal Checklist and Reminders

Have you completed the following if it applies to your 2019-2020 renewal?

- 1. **SUBGROUP APPLICATION due June 14, 2019.**
NOTE: This form is found at <https://eha.nebraskablue.com>. Please carefully review all the fields to ensure all contact names, addresses, email addresses, etc. are spelled correctly and are up to date.
- 2. **EHA NOTICE OF RETIRING/TERMINATING MEMBERS AGE 50 AND OVER.**
Please send to Jon Tidwell **ASAP**. Direct Bill/Educators' Medicare Supplement packets will be mailed to members in July 2019.
- 3. **AUG. 31, 2019 TERMINATING/RETIRING MEMBERS.**
Use BluesEnroll to term the members effective Aug. 31, 2019.
- 4. **NOTIFY PAYFLEX OF AUG. 31, 2019 TERMING/RETIRING MEMBERS (after Aug. 1, 2019).**
- 5. **WATCH FOR BLUESENROLL LOCKOUT PERIOD.**
Lockout period will begin at the end of business on June 28, 2019 and run through the end of business on July 31, 2019.
- 6. **ADD NEW HIRES/ENTER CHANGES – Aug. 1 – Aug. 31, 2019.**
- 7. **IF SPLITTING GROUP OR ADDING NEW GROUP**, transfer members into the new group number.
- 8. **REMIND EMPLOYEES TO BEGIN USING THEIR NEW BCBSNE ID CARDS STARTING Sept. 1, 2019.**

Questions about BluesEnroll electronic enrollment?

Email eEnrollSupportTeam@nebraskablue.com or call 800-843-2373.

Important Reminders

- **August billing for September premium will be late** to help ensure all changes have been made before we send the bills. Your patience is appreciated.
- **Watch billings for all changes completed** - do not let changes go past 60 days.