



# Broker News

October 14, 2016

## Broker Webinar Series

### Webinar for October 18, 2016

Topic: Reporting Qualifying Life Events for Employees

Tuesday, October 18, 2016: **1:00-2:00pm** EDT

Webinar Link: *click on* — [Join WebEx meeting](#)

Webinar Meeting Number/Access Code: 731 587 715

Phone Line: 1-877-668-4493

## DC Health Link Group Invoices

### Initial Employer Groups

Invoices are issued after the close of employee open enrollment, which concludes the 10th of the month prior to the coverage effective date. Email notifications are sent to the broker and employer when the invoices are available within the “billing” section of the employer account. Employers have two business days to make this first payment and payments must be made online or over the phone.

### Groups Migrating to DC Health Link from the Insurance Companies

Invoices are issued after the close of employee open enrollment, which concludes the 13th of the month prior to the coverage renewal date. Email notifications are sent to the broker and employer when the invoices are available within the “billing” section of the employer account. Employers have until the last day of the month to pay the invoice.

### All Remaining DC Health Link Employers

Invoices are issued on or around the first of each month and are available in the “billing” section of the employer account. The invoice is due by the last day of the month in which it is issued.

### Paying by Check

If an employer pays the invoice by mailing a check, please allow two weeks for this payment to be fully processed and applied to the employer’s account. DC Health Link recommends group pay online or over the phone for expedited processing.

## ENROLLMENT DEADLINES

[Click here](#)

### Small Business Market

#### Initial Groups

##### DEC 1 Coverage Effective Date:

- ◆ **NOV 1** — Last day to complete initial employer application
- ◆ **NOV 10** — Last day of employee open enrollment period and invoice is sent by email
- ◆ **NOV 14** — Last day to pay initial premium

#### Renewal/Migration Groups

##### DEC 1 Coverage Effective Date:

- ◆ **NOV 5** — Last day to complete employer renewal application
- ◆ **NOV 13** — Last day of employee open enrollment period
- ◆ **Premium Payments** — Continue to pay monthly invoice as received by mail

**Check out [these walk through guides](#).**

<https://dchealthlink.com/forms>

We have [new walkthrough guides](#) for groups migrating to DC Health Link from the carriers!