



Producer News

July 7th, 2015

Becoming Broker of Record for a Client

DC Health Link and its affiliated carriers no longer accept Broker/Agent of Record documents. In order to receive commissions from your work with a client, your client must assign you as a trained expert on their DC Health Link account.

The steps for your client to assign you are as follows:



Individuals & Families

- Log into DCHealthLink.com account
- Click on “Select the Trained Expert Assisting You” in the upper right
- Enter either the broker’s name or the trained expert reference number (provided to you in your DC Health Link approval email)
- Select broker from search results and click on confirm

Small Businesses

- Employer logs into DCHealthLink.com account
- Click on “Find a Broker” in the upper right
- Enter broker’s first OR last name, not both
- Select broker from search results

ENROLLMENT DEADLINES

Small Business Market:

SEP 1 Coverage Effective Date:

- ◆ **AUG 1**— Last day to complete employer application and start employee open enrollment
- ◆ **AUG 10** — Last day to end employee open enrollment
- ◆ **AUG 12** — Last day to pay first premium

Renewals for SEP 1:

- ◆ **AUG 5**— Last day to complete employer application and start employee open enrollment
- ◆ **AUG 13**— Last day to end employee enrollment

Note: First premium payment can only be made after employee open enrollment closes.

Call 1-855-532-5465

Helpful Information Available

Did you know that DC Health Link has extensive resources to guide you through your application? Our forms section (DCHealthLink.com/forms) has several tools available to guide you through both the individual /families and small business applications and enrollments:

Individuals/Families:

Trained Expert Guide — Familiarize yourself with the essential processes of a broker using the DC Health Link to issue new business and manage your clients.

Authorized representative form — Complete and email to info@dhealthlink.com. this will grant you the authority to speak to DC Health Link regarding your client.

Small Businesses:

Deadlines for Employer-Sponsored Coverage — This lists all the deadlines and dates for employers and employees.

Small Business Guide to DC Health Link — A detailed reference to everything you need to know about the small business marketplace on DC Health Link, including a page by page walkthrough of the employer application, the employer portal after completing the initial application, and invoice/premium payment procedures.