

HEALTHPACT EMPLOYER INSTRUCTION GUIDE



INITIAL ENROLLMENT (FIRST YEAR)

The following materials are required for members in order to qualify for Advantage Level benefits in HEALTHPact. These materials are due to Tufts Health Plan 21 days prior to the plan's effective date:

- Enrollment application—This should be completed by the subscriber and list all members of the plan, including Primary Care Provider (PCP) selections for each family member.
- Initial Pledge Form—Every member age 12 and older must complete a copy of the Initial Pledge form.
- Personal Health Assessment (PHA) Form—Every member age 18 and older must complete and seal the PHA form in the enclosed envelope, and return it to the employer. Each family should submit one envelope with all of the PHAs enclosed to the employer. This piece is confidential and may not be reviewed by the employer. Please note: PHA forms are not required for members age 17 and younger.

Tufts Health Plan instructs subscribers to complete and assemble all required materials for their family in a single packet that we provide. Then members must submit this packet to you.

The table below indicates Tufts Health Plan's 21-day submission deadlines based on your plan's effective date.

Please keep in mind that you will need to determine the date upon which your employees must submit packets to you.

Please provide this date, in addition to the submission location, to your employees. Your chosen date should take into consideration the amount of time you will need to gather all employee packets and submit them to Tufts Health Plan so that they are received no later than 21 days prior to your effective date.

Examples of 21-day deadlines are as follows. If the 21st day falls on a weekend day, it will be advanced to the next Monday.

IF YOUR ENROLLMENT DATE IS:	21 DAYS BEFORE ENROLLMENT IS:
September 1, 2018	August 12, 2018
October 1, 2018	September 10, 2018
November 1, 2018	October 11, 2018
December 1, 2018	November 11, 2018
January 1, 2019	December 11, 2018

ANNUAL RENEWAL (SECOND YEAR)

The following is required for members in order to maintain Advantage Level benefits in HEALTHPact during the second year of coverage.

Due to Tufts Health Plan within 240 days (eight months) of the plan's effective date:

- Annual Renewal Participation Commitment Form—Every member age 18 and older must complete a copy of the Annual Renewal Participation Commitment form. Not required for members age 17 and younger.

Tufts Health Plan instructs subscribers to complete and assemble this required form for their family and submit them to you.

The table below indicates Tufts Health Plan's 240-day submission deadlines based on your plan's effective date.

Please keep in mind that you will need to determine the dates upon which your employees must submit their Annual Renewal Participation Commitment forms to you.

Please provide these dates, in addition to the submission location, to your employees. Your chosen dates should take into consideration the amount of time you will need to gather all employee materials and submit them to Tufts Health Plan so that they are received no later than 240 days (Annual Renewal Participation Commitment Form) after your effective date.

Examples of 240-day deadlines are as follows. If the 240th day falls on a weekend day, it will be advanced to the next Monday.

IF YOUR ENROLLMENT DATE IS:	240 DAYS AFTER ENROLLMENT IS:
September 1, 2018	April 29, 2019
October 1, 2018	May 29, 2019
November 1, 2018	June 30, 2019
December 1, 2018	July 29, 2019
January 1, 2019	August 29, 2019