

Large Group Submission

Broker Checklist

Please use the following checklist for new sold large group submissions to ensure timely and accurate processing.

Large Group (101+) Submission

Send an encrypted email with the completed documents listed below to your Account Executive team. The email subject must include the group name and requested effective date. Upon receipt, you will receive an email confirmation.

- Large Group Plan Employer Health Care Coverage Application – completed and signed on page 5
- Group Subscriber Contract Large Group Plan – completed and signed on page 11
- ACN Group of California, Inc. Group Enrollment Agreement – completed and signed on pages 46 and 47, if applicable
- Authorization for Trading Partner Data Transmission – completed and signed on page 13 of the Group Subscriber Contract for groups with EDI trading partners, if applicable
- Large Group Prospect: Sold Sign-off Sheet – signed on page 2
- Scanned copy of check for first month's premium (binder check); mail physical check
- Sutter Health Plus CSV File for member enrollment; or soft copy Large Group Plan Employee Enrollment/Change Forms – completed and signed on page 5

Submission Timeline

If you submit large group cases after the 15th of the month prior to the desired effective date, there may be a delay in the delivery of member identification cards and welcome materials by the effective date. The final deadline for group submissions is the first Friday of the effective month; group submissions must include the completed documents listed above and a binder check.

Payment Information

Binder Check/Monthly Premium Payments

Sutter Health Plus
P.O. Box 740143
Los Angeles, CA 90074-0143

Employer groups also have the choice to pay their premium online once they have created a Sutter Health Plus Employer Portal account. The online payment option is not available for binder check payments. Employers can visit shplus.org/employerportal to register or access their account.

Expedited (Overnight) Premium Payments

Sutter Health Plus
Attn: Lockbox 740143
2706 Media Center Drive
Los Angeles, CA 90065-1733