

# Florida Blue Renewal Basics

## Always Required

- Enrollment Summary
  - First questions determine Medicare Primary vs Secondary
  - Separate Valid Waivers (other coverage) from Refusals (no other coverage)
  - Page 2 must be signed by Group Decision Maker

## Renewal Types

- Renew As Is (No plan or enrollment changes)
  - Enrollment Summary
- Plan Change
  - Please include the new plan name(s) in an email with the members moving to that plan
  - Advise group of EchoSign and confirm the Decision Maker's email address
- Audit
  - RT-6 (Most Recent)
    - Must include and employee status next to each member
      - Enrolled
      - Terminated
      - Waiting Period
      - Valid Waiver/Refusal
      - Part Time/Seasonal
    - FL Blue will reject this if it does not match the Enrollment Summary exactly
- Grandfathered Plans
  - Grandfather Certificate must be completed and signed by the group's Decision Maker

## Optional

- *Common Ownership form is only required if common ownership exists*