

Producer Guide to List Bill

List billing is an expansion to the premium payment options available from Blue Cross and Blue Shield of Illinois for Individual Family and Children's health insurance products. List billing allows one or more individuals who work for a (common) employer to have the premiums for individual health insurance coverage payroll-deducted and remitted to us by that employer. It is a billing convenience only and does not create an employee welfare benefit plan as defined by either federal or state law for any of the individuals or their covered family members.

Each individual pays 100% of the premium. There can be no employer contribution of any premium, either directly or indirectly, including reimbursement or wage adjustment. The employer is simply facilitating payment of the individual's personal health insurance premiums through the payroll deduction and list bill process.

Each individual makes an independent choice of plan and benefits in consultation with you, the Producer. The employer makes no recommendation or suggestion to the employee with regard to coverage choice. As with all Blue Cross and Blue Shield of Illinois individual coverage, each application will be medically underwritten and none will be guarantee issue.

ESTABLISHING A LIST BILL ACCOUNT

There are no minimum requirements with regard to the number of employees applying for coverage.

Each applicant must:

- Complete an application for any of our Under 65 Individual Products.
- Read and sign the **Personal Health Insurance Certification for Employees (30291)**. At the bottom of the **Certification**, the applicant must list the full name of the employer from which premiums will be payroll deducted, along with the name of the primary applicant for coverage, if different than the employee.
- Submit a personal check from the applicant for the first month's premium. Premiums are based on the employee's residential address. (**NOTE: Checks from an employer for first month's premium will be accepted if all required list bill documents accompany the applications**)

Each employer must:

- Complete a **Personal Health Insurance Certification for Employers (30290)**. At the bottom of the **Certification**, list the full name of the firm, the address, phone number and the name of the individual responsible for billing questions.
- Only one **Certification** statement needs to be completed, irrespective of how many individuals request list bill.

Submit all applications together for which premiums are to be list billed, along with the **Personal Health Insurance Certifications**, and the employees' checks for the first month's premiums. **The List Bill Transmittal Form (30292)** must also accompany all paperwork submitted to establish a list bill account.

Submit all completed paperwork, initial premium payments, and any other written correspondence to:

Blue Cross and Blue Shield of Illinois
P.O. Box 2039
Aurora IL 60507

Once we have received and begun to process all necessary paperwork, we will send a letter of confirmation to the employer acknowledging receipt of the list bill request.

Application Processing and Approval

Because all applications are for individual coverage and are medically underwritten, we have a duty of confidentiality to those individuals. For this reason, the only information that can be made available to an employer regarding an application is the premium amount because this information is necessary to establish the payroll deduction process.

We recommend that an employer begin to immediately deduct premiums as soon as possible from each individual who wishes to pay premiums via list bill. That way the employer will have assured the collection of sufficient premium in advance if and when a policy is approved. If necessary, you as the Producer can provide the premium detail needed to initiate this process.

If an application is approved, it will be assigned an effective date based upon either the 1st or the 15th of the month that has been requested on the **List Bill Transmittal**. Any additional applications that may be approved will also receive this same effective date. Policies will be sent to you for delivery.



Once one or more applications for coverage have been approved and accepted, the employer will receive their first list bill. If and when additional applications are approved, the premiums for these individuals will automatically be added to subsequent list bills to coincide with either the 1st or the 15th of the month, whichever date has been requested.

Bills are mailed approximately 25 days in advance of their due date. For example, bills due on May 1st are mailed on or about April 7th.

A list bill consists of two parts: a monthly account summary and an invoice. The summary is the employer's record to keep. The invoice should be completed and returned to Blue Cross and Blue Shield of Illinois with each month's premium payments.

ADDING EMPLOYEES TO AN EXISTING LIST BILL ACCOUNT

Adding an individual to an existing list bill account is easy. The individual must complete an application and a **Personal Health Insurance Certification for Employees**. The name of the employer should be clearly stated on the bottom of the **Certification**.

Submit the application, the **Personal Health Insurance Certification** and the **List Bill Transmittal Form** to Blue Cross and Blue Shield along with the applicant's check for the first month's premium.

It is not necessary to submit another **Personal Health Insurance Certification for Employers** form. However, the employer should immediately begin to deduct premiums for the individual as indicated previously.

If approved, an effective date of either the 1st or the 15th of the month will be assigned to coincide with the rest of the individuals on the list bill. The policy will be sent to you for delivery. The premium will also be automatically added to the upcoming list bill to facilitate payment of all future premiums.

REMOVING EMPLOYEES FROM AN EXISTING LIST BILL ACCOUNT

It may be necessary from time to time to remove an individual from an existing list bill account.

The employer should simply line out the individual's information on the current list bill and return it to Blue Cross and Blue Shield with payment for the remaining employees.

The employer will also need to cease making payroll deductions at the appropriate time and coordinate any premium issues with the employee. We will contact the individual who has been removed from the bill to establish either a monthly bank draft from his or her personal account, or we will bill the employee every two months.

CANCELING AN ENTIRE LIST BILL ACCOUNT

If a company wishes to cancel their entire list billing account with us, they must provide 30 days advance written notice to all individuals on list bill and to Blue Cross and Blue Shield of Illinois. The employer is responsible for coordinating any returns of premium that may be necessary. We will offer the members the opportunity to change the way they pay premiums to a manner and form available at that time.

CHANGES IN PREMIUM

The following changes could result in premium adjustments on a list bill:

- A change in coverage - i.e., new deductible, new plan type, etc., or
- The addition of a spouse or dependent to current coverage, or
- The deletion of a spouse or dependent to current coverage, or
- A move to another rating area, or
- An age change.

If the new amount is greater than the current premium, and the employer is unable to increase the payroll deduction in time to pay the next list bill, the employee should submit a check for the difference directly to Blue Cross and Blue Shield until such time as the new deduction amount is in place. The policy number should be included on their check.

If the new amount is less than the current premium, the employer should simply adjust the employee's payroll deduction amount downward and remit the lesser premium as shown on the next list bill.