

New Business Late Submission Acknowledgment

With this letter, new business cases can be submitted to Memorial Hermann Health Plan after the 15th of the month prior to the effective date. By doing so, please be advised that activation in our system will be delayed.

Broker Partner

If you are submitting this case after the 15th of the month prior to the effective date of coverage, please have the group administrator fill out and sign this letter and submit as part of the sold group submission documents. This will help your client understand that although their coverage will be effective on the date agreed upon, Memorial Hermann Health Plan cannot guarantee that members will be in our system on the effective date or that members will receive their ID cards prior to or on their effective date.

Company Representative

We, the undersigned, understand that we are submitting paperwork after Memorial Hermann Health Plan's submission deadline for coverage for the effective date we have requested. Upon Memorial Hermann Health Plan's approval of our request for insurance, we acknowledge that system activation will occur after our effective date. Activation may occur up to two weeks after submission. Member ID cards may be mailed up to three weeks after the effective date. We understand that no amount of planning can stop an illness or accident, and that if a member has not been installed in Memorial Hermann Health Plan's system, it may be necessary for a member to pay a provider upfront and submit a claim for reimbursement after system activation.

Group Information
Group Name:
Address:
Requested Effective Date:

Company Representative: Print Name

_____ Date: _____

Company Representative: Signature

Broker: Print Name

_____ Date: _____

Broker: Signature