

Humana

To continue to support our customers during the ongoing health crisis and economic environment, we will be offering a **Special Open Enrollment for July and August**. Please see below for details as to how to proceed should your customers need this assistance.

Open Enrollment Period Details:

- Subscriber/member may be added for these two effective dates, regardless of the policy effective date of the group
- The changes are allowed for all groups and would apply to employers with and without Cafeteria plans
 - Types of member enrollment:
 1. An employee who waived coverage to enroll
 2. A subscriber can change their coverage type (single to family, family to single)
 3. Subscriber disenrollment
 4. A subscriber can select a different plan option as a buy down
 5. Medical, Dental and Vision products
- This will not change the renewal date
- New Hire provisions still apply
- The group can pick the OE period timeframe between July 1st and August 31st.
 - The enrollment does not have to be a certain length of time

Open Enrollment Process:

- **Small Groups written in the 2-99 space:**
 - Broker must Email the request to BE Clericals@humana.com
 - Subject line: **COVID – Special OE Period Request**
 - Body of email **must** include: Group Name, Group number, special OE period begin & end date
 - Once processed the OE changes need to be processed on the Employer Portal
- **Groups 100+**
 - Large groups must reach out to their Humana SPOC and Retention Executive
 - The SPOC will need to ensure a special OE period is in place