

## NEW GROUP ENROLLMENT TIMELINE SCHEDULE

Effective Date of Coverage		Completed Paperwork Due to Small Group Sales Mailbox	Fulfillment Created and Emailed to Group
01/01/24	PHASE I	12/11/23	12/19/23
01/01/24	PHASE II	12/18/23	12/28/23
01/01/24	PHASE III	12/28/23	01/10/24
02/01/24	PHASE I	01/15/24	01/22/24
02/01/24	PHASE II	01/22/24	01/29/24
02/01/24	PHASE III	01/30/24	02/06/24
03/01/24	PHASE I	02/15/24	02/22/24
03/01/24	PHASE II	02/20/24	02/27/24
03/01/24	PHASE III	02/28/24	03/06/24
04/01/24	PHASE I	03/11/24	03/18/24
04/01/24	PHASE II	03/18/24	03/25/24
04/01/24	PHASE III	03/30/24	04/05/24
05/01/24	PHASE I	04/15/24	04/22/24
05/01/24	PHASE II	04/22/24	04/29/24
05/01/24	PHASE III	04/29/24	05/06/24
06/01/24	PHASE I	05/15/24	05/22/24
06/01/24	PHASE II	05/22/24	05/29/24
06/01/24	PHASE III	05/31/24	06/07/24
07/01/24	PHASE I	06/14/24	06/21/24
07/01/24	PHASE II	06/21/24	06/28/24
07/01/24	PHASE III	06/28/24	07/05/24
08/01/24	PHASE I	07/17/24	07/24/24
08/01/24	PHASE II	07/24/24	07/31/24
08/01/24	PHASE III	07/31/24	08/07/24
09/01/24	PHASE I	08/16/24	08/23/24
09/01/24	PHASE II	08/23/24	08/30/24
09/01/24	PHASE III	08/30/24	09/06/24
10/01/24	PHASE I	09/16/24	09/23/24
10/01/24	PHASE II	09/23/24	09/30/24
10/01/24	PHASE III	09/30/24	10/07/24
11/01/24	PHASE I	10/16/24	10/23/24
11/01/24	PHASE II	10/23/24	10/30/24
11/01/24	PHASE III	10/31/24	11/07/24
12/01/24	PHASE I	11/13/24	11/20/24
12/01/24	PHASE II	11/20/24	11/29/24
12/01/24	PHASE III	11/29/24	12/06/24

Complete time and phase determination is contingent upon receiving a completed package.

Submitting an enrollment spreadsheet will reduce the membership processing time by one day.

**Important note:**

**Phases II and III groups risk not having pharmacy eligibility and benefits available by the desired effective date.**