



New Group Submission Checklist

New Group Submission Deadline is the 20th

- Master Application completed and signed
 - Enrollment form for each member enrolling
 - EFT form completed / voided check attached
- NOTE: Do not hold the master application and EFT information for completion of enrollment forms. Send these two documents in as soon as completed.
- Signed PHT Joinder Agreement
 - Copy of sold quote proposal attached
 - Individual Health Statements for each enrolling employee (if not previously submitted with RFP)
 - Benefit Help Solutions Agreement (if applicable)
 - Fax or Scan/Email all forms to the Pacific Health Trust Service Center
 - o (866) 999-3485 service@pacifichealthtrust.com
 - Mail Master Application, and EFT form and voided check to:
 - o Pacific Health Trust
 - o 222 SW Columbia Street, Suite 600
 - o Portland, OR 97201
 - After you receive group UserID and Password from the Pacific Health Trust Service Center, go online and enroll each employee, per the instructions provided.

Please note the following:

- Deductible Credit**

For groups that qualify for deductible credit, you will need to provide a deductible credit report from the prior carrier. If a deductible credit report is not available, members may submit EOB's directly to Health Net at time of claim.
- Enrollment Forms**

Enrollment information is entered online, but signed enrollment forms must be kept on file with the group for verification.
- Pre-existing Condition Waiver**

Health Net requires 6 months of previous billing documentation to credit prior service toward pre-existing condition limitations.

