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From: "Anthem Blue Cross and Blue Shield" <anthem.brokers@anthem.com>
To: <JULIE@cannarozziagency.com>
Sent: Tuesday, December 21, 2004 5:00 PM
Subject: Attention Cincinnati & Dayton Brokers: Small Group Benefit Change Process

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Anthem  **Broker *Rapid Update***

*For Southern Ohio,
Northern Kentucky and
Toledo Group Brokers*

This week's news:

- **Attention Cincinnati & Dayton Brokers:
Small Group Benefit Change Process**

**Important News
You Need to Know**

December 21, 2004

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Rapid Update](#)

Attention Cincinnati & Dayton Brokers: Small Group Benefit Change Process

In our continuing effort to improve Anthem's service to our brokers and clients, we have streamlined our process for benefit changes for Cincinnati and Dayton brokers. Our Small Group (2-50) Reclass Unit in Youngstown has consolidated the benefit change process into one area.

Effective immediately, all paperwork for processing a benefit change for small groups should be mailed to the following address:

Attention: OH SG Reclass Unit, YM1-800
Anthem Blue Cross Blue Shield
2400 Market Street
Youngstown, OH 44507

OR eMailed to the following address: oh.sg.bru@anthem.com
OR can be faxed to 1-888-290-9157

As a friendly reminder to assure timely processing, please submit benefit changes at least five (5) days prior to the effective date.

The following documentation is required for all benefit change submissions:

1. Group Name
2. Group Number

3. Signed Benefit and Rate Pages
4. If applicable, EFT Form, along with a voided check

PLEASE NOTE:

1. Employer Applications (A-100) are no longer required to process a benefit change.
2. There are NO changes to the Rewrite process. Please continue to work with your Sales Representative/Service Representative.
3. All renewal proposal options will continue to be run by your Anthem Sales office.

Please direct all requests regarding the status of your benefit change to our Enrollment & Billing at 1-888-290-9158.

Please route this Rapid Update to all appropriate people in your office.

Update your information at anthem.com.

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