

September 1, 2010



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**Priority Health Groups Size 2 – 50
New Mandatory Renewal Process**

PROCESS APPLIES TO JANUARY 1, 2011 RENEWALS AND BEYOND

Effective for Jan. 1, 2011 renewals and beyond, Priority Health is implementing a new mandatory Small Business Pre-renewal Certification process for groups with eligible employees in the range of 2-50.

In addition to the Renewal Verification Form you have historically completed, groups will now be required to submit:

1. Their most recent Quarterly Wage Detail Report
 - a. If your owner(s) has Priority Health coverage and is not listed on the Quarterly Wage Detail Report, they must complete the Priority Health Certification of Owner form
2. A Pre-renewal Certification form
3. An employer contribution amount
4. Signed waiver forms (if applicable)
5. If retiree benefits are offered - your company policy on eligibility for the retiree program

Groups renewing January 1st will begin receiving notification from Priority Health regarding full details this week. It is our understanding that groups will be requested to comply within 30 days. There will be no exceptions and groups **will not be renewed** without it.

QUESTIONS

If you have questions concerning this process, please contact the Priority Health Small Business Department at **800.471.2504**. Otherwise, feel free to contact your J.S. Clark Agency Account Manager at **248.355.9600**.