

NEW GROUP IMPLEMENTATION CHECKLIST

Simple steps to set up your group:

Enrolling with Kaiser Permanente is quick and easy if you follow the steps below. Please submit the following documents to your Kaiser Permanente sales representative. Make sure that each document is complete and signed so we can provide a quick implementation and enrollment for your group.

1. Employer master application and signed final proposal

- Complete the group application, including a dated signature, within ninety (90) days of the effective date
- Include a copy of the signed group proposal
- Complete the broker information, if applicable
- General Agent and/or TPA, if applicable

2. Kaiser Electronic Eligibility List (KEEL)

3. First month's premium payment

Business check for final premium amount with group number noted on the check. Checks need to be sent to:

Kaiser Permanente

National Case Installation Dept 5 East

2101 East Jefferson St, Rockville, MD 20852

Attn: "Case Installation Manager's Name" – 5 East