OPEN ENROLLMENT
CHECKLIST

Best practices for a
***successful, compliant,
open enrollment period.***

Essential Actions:

- ○ Confirm all plan(s) details

- ○ Determine which EEs are eligible for which plan(s)

- ○ Decide what information to collect during enrollment

- ○ Determine data to update

- ○ Draft enrollment forms

- ○ Draft required - and update - existing notices

- ○ Create benefit summaries

- ○ Distribute enrollment kits & collection forms

- ○ Confirm benefit elections

- ○ Integrate enrollment information

- ○ Review enrollment results

The Details...

- ○ Verify dependent and spouse plan eligibility

- ○ Distribute Annual Notices
  - ○ WHCRA
  - ○ CHIP
  - ○ ACA Grandfathered Plan (if applicable)
  - ○ Medicare Part D (by Oct. 15)
  - ○ Summary of Benefits & Coverage (SBC)
  - ○ Non-discrimination notice
  - ○ Wellness Plan ADA Notice
  - ○ Notice of alternative standard for wellness incentive (if applicable)

- ○ Distribute Other Notices (verify necessity & timing: See Summary Chart)
  - ○ COBRA (similarly situated individuals)
  - ○ Flexible Spending Account (FSA) Rx reimbursement reminders
  - ○ Summary of Material Modifications (if applicable)
  - ○ HIPAA Notices of Privacy Practices (every 3 years or a change)
  - ○ Summary Plan Descriptions (update & restate)
  - ○ Coverage notice (exchange options)
  - ○ Breach of unsecured PHI (as applicable)
  - ○ Adverse Benefit Determinization (claim denial)
  - ○ Recession of coverage (retroactive term/change)
  - ○ MCSO or NMSN (Medical Child Support Notice)

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