

MHC FOR SMALL BUSINESS DIRECT ENROLLMENT GUIDELINES

Paths for Entry	
Small Group Employers Needing a Referral for a Broker	Email: MDExchangeInquiries@carefirst.com Website: employer.carefirst.com/employer/contact-us/buy-insurance.page
Small Group Employers with an Appointed MHC-SB and CareFirst Broker (Direct Broker) Employee & Employer Choice	Email: MDExchangeInquiries@carefirst.com Website: employer.carefirst.com/employer/contact-us/buy-insurance.page
Small Group Employers with an Appointed MHC-SB and CareFirst Broker & General Producer (GP) Employee and Employer Choice	Broker contacts GP to perform quoting and account installation.
Required Paperwork for New Groups	
<ul style="list-style-type: none"> ■ MHC-SB Employer Direct Enrollment Form View Application ■ MHC-SB Employee Direct Enrollment Eligibility & Election Form View Form ■ Signed Quote ■ Binder Check (Live Check) ■ Waiver Forms* View Form ■ Wage & Tax ■ Full Time Equivalent (FTE) Form FRM6237 ■ Medicare Secondary Payer (MSP) Form FRM4011 ■ MHC for Small Business Eligibility Letter (Direct Enrollment)* <p>*Must be retrieved from Maryland Health Connection Small Biz</p>	
Enrollment Timelines	
New Groups	A new group must apply by the 15th of the month to receive coverage for the following month. Any applications received after the 15th of the month will begin group coverage on the 1st of the following month.