

UnitedHealthcare - MD SHOP Direct Enrollment Guidelines

Paths for Entry	
New Small groups with no broker (Direct Group) Employer Choice Only	Contact Troy Groves, Direct Account Executive @ UnitedHealthcare of the Mid-Atlantic. Office: 443.896.9133 Cell: 253.282.4533 Fax: 877.310.8670 Email: troy_groves@uhc.com
1. New Small groups with an appointed MD SHOP and UnitedHealthcare broker (Direct Broker) Employee & Employer Choice	<ol style="list-style-type: none"> 2. Use UnitedHealthcare Maryland SHOP New Business Cover Form (attached) and email shopexchanges_ci@uhc.com. 3. Appointed Brokers can quote on the UHC portal (UeS). 4. Appointed Brokers would contact their Account Executive for UnitedHealthcare. If not appointed, contact the contracting/broker of record department below. If unsure of account executive, contact is Tammy O’Hare, VP of Small Group Sales – email Tammy_ohare@uhc.com or office 240.683.5284.
Renewing Small groups	Groups should outreach to the Renewal Account Executive: Shannon Borgeson Renewal Account Executive UnitedHealthcare (office) 866-432-5992 x64608 (fax) 800-711-7630 (email) shannon_r_borgeson@uhc.com
UnitedHealthcare Contracting	Broker of Record Department for appointment paperwork email = bor@uhc.com
Required Paperwork for New and Renewing Groups*	
<ul style="list-style-type: none"> • MHBE SHOP Unified Employer Carrier Application (Direct Enrollment) • Signed quote • Binder Check (live check) • Waiver forms • Wage & Tax • Full Time Equivalent (FTE) Form • Maryland SHOP Employee Eligibility and Election Form (Direct Enrollment) 	
Enrollment Timelines	
New Groups	A new group must apply by the 15th of the month to receive coverage for the following month. Any applications that are received after the 15th of the month will begin group coverage the 1st of the second month.
Renewing Groups	A renewing group will need to renew or change coverage through UnitedHealthcare before the last day of renewal to avoid a gap in coverage. The cutoff date will be the 15th of the month prior to the effective date.