



## IMPORTANT NOTES FOR INSURANCE

1. Participation in the chamber's medical/dental insurance programs is predicated on membership status; non-receipt of membership investment will result in cancellation of coverage. Membership is predicated on approval of the chamber's Board of Directors.
2. All paperwork, e.g., enrollment applications, tax records, etc., must be returned to the chamber office for processing. They may be emailed to [catherine@coloniechamber.org](mailto:catherine@coloniechamber.org) or faxed to 518.785.7173. Tax documentation requirements differ by carrier, please ask for assistance.
3. Insurance is billed by and payment remitted to the Colonie Chamber of Commerce:
  - o Is billed quarterly, one month in advance of the quarter
  - o It is due by the Payment Due date reflected on the invoice
  - o A late charge is assessed to all accounts not paid by the due date shown on the invoice(s)
  - o **IMPORTANT:** In accordance with ACA rules, if you list dependents age 19 or younger – including newborns – on your medical enrollment application, they will be insured for pediatric vision & dental coverages & that additional cost *will* be added onto your invoice.
  - o Insurance invoice payments may be cash, check or money order; credit cards may not be used.
4. Fees: Non-refundable consultative fees of \$8.00/month medical & \$4.00/month dental, per primary insured are included in the rates reflected on the matrices. No fees are applied to the pediatric dental/vision care.
  - o There is a one-time charge of \$15.00 to set up each medical and/or dental account.
  - o Returned checks are assessed a \$35.00 fee the first time. If it happens again, payment must then be remitted via certified check, money order or cash.
  - o Accounts cancelled for non-payment then reinstated are assessed a \$50.00 per person fee.
5. Termination notices must be submitted in "writing"; to [catherine@coloniechamber.org](mailto:catherine@coloniechamber.org) or via fax to 518.785.7173. Notices must provide the name of the person & the date coverage is to be cancelled. Cancellation of *dependents only* requires submission of an updated application/change form bearing the primary insured's signature.
  - o Any applicable monetary adjustments are distributed upon receipt from the carrier.
6. Open enrollment periods:
  - o All medical & three dental plans offer open enrollment at the end of the year for a Jan 1 effective date of coverage.
    - ~ Guardian dental open enrollment is during March for an April 1 effective date of coverage.
  - o CDPHP & MVP offer mid-year open enrollment periods for their medical & dental plans for a July 1 effective date of coverage.
  - o All other enrollments require the occurrence of a "qualifying event".
7. The owner of a business or the spouse of the owner – even if on the company payroll or a valid partnership – are no longer considered "employees" of a business. Businesses of 2-100 employees must have at least one "common law" employee insured by the company for the owner or the spouse of the owner to secure a "small group" insurance plan. *Non-spousal* partnerships qualify as small groups.
  - o The chamber offers multiple *off-exchange* plans for sole proprietors/individuals.
  - o Businesses of 50 or fewer employees are not required to provide insurance coverage.

