



- Review your 2022 plan(s) and premium.
- Make group level plan changes.
- Make enrollee or dependent changes.
- Open enrollment renewal toolkit.
- Key reminders.
- Audit your group's billing statement.

Your 2022 small group renewal guide

Continuing your small business (1-100) coverage with Blue Shield is easy. In a few simple steps, you'll be on your way to promoting a healthy workforce.

If your group is undergoing a recertification review, this renewal or any changes you submit won't be effective until your group has received approval to renew from our recertification department.



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Review your 2022 plan(s) and premium

Review your renewal packet from Blue Shield. If you want to keep your current plan(s) all you need to do is pay your bill and recertify (if required) as a small business. You can skip to the open enrollment renewal toolkit.



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Make group level plan changes

- **Plan Rate Comparison Chart:** You have more choice with Blue Shield of California. This chart in your renewal packet provides a snapshot of the plan you are currently enrolled in as well as alternative plan options to assist you in choosing the right offerings for your business and your employees.
- **Plan Comparison Tool:** Use this tool to compare benefits from our standard portfolio plans and we can start working together to find a solution for you.
- **Online Renewal Tool** (for brokers): If your client wants to make a change, use the tool to submit the request.
- **Renewal Center:** Use this site to view your group's renewal data availability or to access your group's renewal schedule.
- **Group Change Form:** You can use this form for the following:
 - Address and group contact changes
 - Group name, entity, or ownership changes
 - Changes to waiting period
 - Changes to COBRA status (Federal or Cal COBRA)
 - Adding part-time coverage
 - Changes to employer contributions

Email to: small.group@blueshieldca.com.



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Make enrollee or dependent changes

Log in to [Employer Connection](#) to make member level changes during your open enrollment period.

You will have until the last day of your renewal period month to make:

- Member open enrollment plan selections
- New hire and dependent additions
- Subscriber and dependent terminations
- Life event changes
- Member information updates (e.g., address, phone number, name change, etc.)
- ID card orders



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Open enrollment renewal toolkit

Group is renewed and now its time for the open enrollment. Below is everything you need to support your group's open enrollment.

- [Summary of Benefits \(SBC\)](#)
- [2022 Summary of Benefits](#)
- [2021 Summary of Benefits \(SOBs\)](#)
- [Evidence of Coverage \(EOCs\)](#)
- [2022 Group Administrator's Guide](#)
- [Plan Comparison Tool](#)
- [Member Educational Pieces](#)
- [Sales Resources and Collateral](#)
- [Find a Provider](#)
- [Dental](#)
- [Vision](#)
- [Life](#)

Need specialty closed rates?

Rate tables for closed specialty plans are available [here](#) (login required).

Order digital open enrollment materials

Pre-enrollment materials are now available to order as microsites or PDF kits. Order materials and have them emailed to you and/or your small business clients immediately.

[Get started.](#)



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Key reminders

- Don't forget to add Dental, Vision and Life Coverage: Employees are looking for a full, comprehensive benefits package. Take advantage of the 10% Specialty Discount on dental and vision when bundling with medical. It is easier administration when all lines of coverage are on one billing statement. See the specialty options chart in your renewal; we did the quoting for you of our best-selling dental and vision plans.
- Life Coverage: For groups with 10 to 100 eligible employees, our life insurance composite rating model delivers more competitive rates and streamlined administration with a single composite rate for all employees. Contact your broker or Blue Shield account executive representative for details and new business quote information.
- Medicare Eligible Employees: Your group may have employees who are turning 65 or are already on Medicare. Make sure to enroll them in one of our Medicare coverage options. They'll be saving money every month on monthly plan premiums and more. Give us a call at (888) 434-4038 or visit www.blueshieldcamedicare.com.

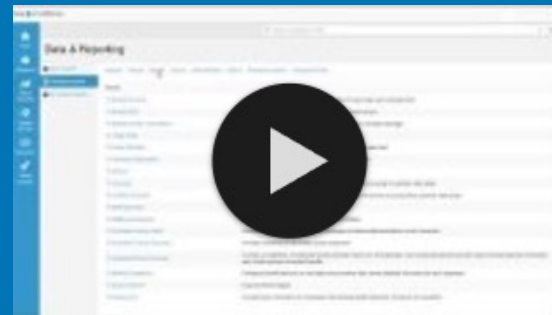
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Audit your group's billing statement

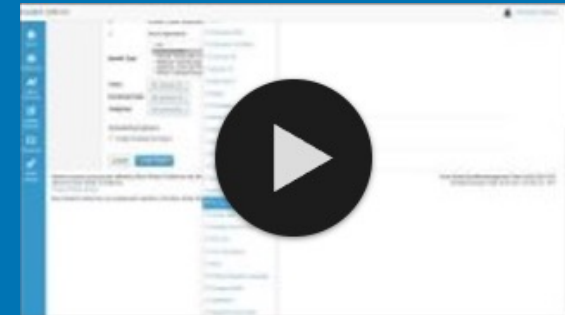
Your group has now renewed. You will want to make sure to check that all group and employee changes have been submitted and made. You can check status by using the tools below:

- [Online Client List](#) (for brokers)
- [Employer Connection](#) (for employer groups)

Generating a census



Generating a census with PCP information



For more information, contact Producer Services at 800-559-5905 or Group Support at 800-325-5166.



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Thank you
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