



Corporate Office  
 141 Longwater Drive, Suite 112  
 Norwell, MA 02061  
 (781) 228-2222

## New Case Submission Checklist

### Harvard Pilgrim Health Care Individual Application

To ensure your application is processed as quickly and accurately as possible, follow these steps:

1.	The <b>Individual</b> completes and signs the <b>Individual Application</b> and chooses a plan	<input type="checkbox"/>		
2.	The <b>Individual</b> completes a <b>Harvard Pilgrim Enrollment Form</b> and selects a <b>Primary Care Physician</b> for each family member.	<input type="checkbox"/>		
3.	Enclose a copy of <b>Proposal/Quote</b> showing rates for desired effective date	<input type="checkbox"/>		
4.	Enclose a copy of the <b>Loss of Coverage letter</b> (if enrolling outside of Open Enrollment period)	<input type="checkbox"/>		
5.	Pay your first premium and \$5 monthly service fee: <ul style="list-style-type: none"> <li>• Pay over the phone: (781) 228-2222. Payment Confirmation #: _____</li> <li>-or-</li> <li>• Complete Electronic Payment Request Form</li> <li>-or-</li> <li>• Enclose check payable to HSA</li> </ul> <i>(Receipt of payment does not guarantee coverage. HSA must receive completed enrollment materials by the carrier deadline)</i>	<input type="checkbox"/>		
6.	Send all required documents (including this checklist) to: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Corporate Office</b> 141 Longwater Drive, Suite 112 Norwell, Ma 02061</td> <td style="width: 50%;">Sales Rep:  Contact Info:</td> </tr> </table>	<b>Corporate Office</b> 141 Longwater Drive, Suite 112 Norwell, Ma 02061	Sales Rep:  Contact Info:	<input type="checkbox"/>
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**PLEASE NOTE: Complete applications and premium payment for new business must be received by HSA at least 5 business days prior to the requested effective date.**

All coverage will be effective on the 1<sup>st</sup> day of the month. Once your enrollment has been approved and processed, you will receive a member confirmation by mail with your account number. Your permanent ID cards will be issued to you directly from the carrier. **Permanent ID cards generally take 7-10 business days from date your enrollment was approved and processed.**