



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 Individual completes and signs the Individual Application and chooses a plan	<input type="checkbox"/>
2.	The Individual completes a Harvard Pilgrim Enrollment Form and selects a Primary Care Physician for each family member.	<input type="checkbox"/>
3.	Enclose a copy of Proposal/Quote showing rates for desired effective date	<input type="checkbox"/>
4.	Enclose a copy of the Loss of Coverage letter (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">• Pay over the phone: (781) 228-2222. Payment Confirmation #: _____-or-• Complete Electronic Payment Request Form-or-• Enclose check payable to HSA <p><i>(Receipt of payment does not guarantee coverage. HSA must receive completed enrollment materials by the carrier deadline)</i></p>	<input type="checkbox"/>
6.	Send all required documents (including this checklist) to: Corporate Office 141 Longwater Drive, Suite 112 Norwell, Ma 02061 Sales Rep: Contact Info:	<input type="checkbox"/>

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 1st 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.**