



Shared Strength · Trusted Care

Procedure to Add, Drop or Change an Employee or Dependent(s) information for III-A Insurance

When submitting forms that included Personal Health Information (PHI): please request a secure email from the Benefits Manager at admin@iii-a.org OR submit via fax: (208) 575-6423

Forms can be found at www.iii-a.org/forms

Forms must be submitted within 60 days of the event for eligibility. Retroactive coverage is limited to 60 days and coverage will be effective the first day of the month. Late enrollees will not be added until the next plan year date which is October 1st.

Forms:

- **Enrollment Form** – for adding a new employee
- **Change Form** – for adding/terminating dependents, changing address, name change, etc.
- **Termination Form** – Employees will be removed at the end of the month in which their termination or qualifying event occurs. An Agency may not bargain to extend benefits beyond this date. In the event of the employee's death, coverage for surviving covered family members ends on the last day of the month following the employee's death

Adding an employee:

1. Complete the Employee Enrollment Form.
2. Submit the form to Benefits Manager a secure email, uploading the form, and returning. The form may also be faxed.
3. If your entity uses an encrypted email service, you may send the form directly to the Benefits Manager.

Terminating an employee:

1. Complete the Employee Termination Form.
2. Submit the form to the Benefits Manager via a secure email. (See above)

Adding/Dropping a dependent or changing information for an employee:

1. Complete the Employee Change Form.
2. Submit the form to the Benefits Manager via a secure email. (See above)

Please note that it may take up to three business days for our system to have these changes entered into their system. Any changes that you submit after noon on the 20th day of the month, will not be reflected on your Agency's next bill. Agency bills are created on the 21st of each month and they cannot be reprocessed. Contact Susan Lasuen with any billing issues: susanlasuen@iii-a.org