



## Important ROAM news: New cutoff dates for SEH existing business

### 2015 submission guidelines for new and retention business

AmeriHealth New Jersey would like to thank you for making our products among the top sellers in our marketplace. With sales and quoting activity in full swing, we wanted to remind you of the 2015 submission deadlines.

| Effective date | New-business submission deadline* | SEH retention-business submission deadline** |
|----------------|-----------------------------------|--|
| 1/1/2015       | 12/31/2014                        | 12/16/2014                                   |
| 1/15/2015      | 1/14/2015                         | 12/31/2014                                   |
| 2/1/2015       | 1/31/2015                         | 1/16/2015                                    |
| 2/15/2015      | 2/14/2015                         | 1/30/2015                                    |
| 3/1/2015       | 2/28/2015                         | 2/13/2015                                    |
| 3/15/2015      | 3/14/2015                         | 2/27/2015                                    |
| 4/1/2015       | 3/31/2015                         | 3/17/2015                                    |
| 4/15/2015      | 4/14/2015                         | 3/31/2015                                    |
| 5/1/2015       | 4/30/2015                         | 4/15/2015                                    |
| 5/15/2015      | 5/14/2015                         | 4/30/2015                                    |
| 6/1/2015       | 5/31/2015                         | 5/15/2015                                    |
| 6/15/2015      | 6/14/2015                         | 5/29/2015                                    |
| 7/1/2015       | 6/30/2015                         | 6/15/2015                                    |
| 7/15/2015      | 7/14/2015                         | 6/30/2015                                    |
| 8/1/2015       | 7/31/2015                         | 7/16/2015                                    |
| 8/15/2015      | 8/14/2015                         | 7/31/2015                                    |
| 9/1/2015       | 8/31/2015                         | 8/14/2015                                    |
| 9/15/2015      | 9/14/2015                         | 8/31/2015                                    |
| 10/1/2015      | 9/30/2015                         | 9/15/2015                                    |
| 10/15/2015     | 10/14/2015                        | 9/30/2015                                    |
| 11/1/2015      | 10/31/2015                        | 10/16/2015                                   |
| 11/15/2015     | 11/14/2015                        | 10/30/2015                                   |
| 12/1/2015      | 11/30/2015                        | 11/13/2015                                   |
| 12/15/2015     | 12/14/2015                        | 11/30/2015                                   |

- \* ROAM plan change submissions must be received by noon on the day preceding the effective date.
- . Manual plan changes must be submitted by the S.E.H. Retention-business submission deadline.
- \*\*51+ materials should be submitted at least 15 business days prior to the effective date.

The deadline has been imposed on the bill cycle calendar to help reduce the number of incorrect invoices generated.

Please see below for details on this update:

**Small Existing Business:** An effective date for existing business quote will be available in the drop down of effective dates on the initial quote screen in ROAM until 12:00AM on that effective date. This applies to requested effective dates of first or fifteenth of the month.

In addition to the above statement, a user in ROAM will not be able to do the following if it is past the cutoff date/time for the quote:

- Select a product;
- Generate rates;
- Save a quote;
- Enroll a quote (Note: a user will be able to transmit an enrolled quote as long as the quote was enrolled before the cut-off date/time);
- The capability to RAM subscribers will not be affected by this change. The brokers will be able to RAM subscriber records after the cut-off date/time.

If you have any questions please contact your AmeriHealth New Jersey broker representative.