



## Members Health Plan Additional Requirements for January Renewals!

Members Health Plan NJ is requiring additional information for the January 2020 renewals. Below is a list of what is needed for renewing groups:

If the group is Renewing "AS IS":

- Employer Renewal Submission Form
- Group Census listing all Eligible Employees
- Enrollment Spreadsheet (uploaded to the letters section of the dashboard as "enrollment spreadsheet")

- Please use this to signify the member plan selections

- Waivers and copy of the member ID cards for all eligible members who are waiving the coverage
- Signed rates for the group

If the group is making a change:

- Employer Renewal Submission Form
- Group Census listing all Eligible Employees
- Employer Plan Selection Form
- Enrollment Spreadsheet (uploaded to the letters section of the dashboard as "enrollment spreadsheet")

- Please use this to signify the member plan selections

- Waivers and copy of the member ID cards for all eligible members who are waiving the coverage.
- Signed rates for the group

The renewal paperwork needs to be returned no later than 12/02/2019 to avoid disruption to the employees medical, pharmacy, and dental coverage.

Please see below paperwork and census:

[January Renewal Packet](#)  
[Members Health Census](#)

For more information, please contact [brokersupport@martinins.com](mailto:brokersupport@martinins.com)



**Any Questions or Feedback?**

Please contact Jessica Martin  
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