

eBulletin

Special Notice

December 5, 2016

An Update on the Oxford Binder Check Payments and Paper Application Submission Changes

We've made a few adjustments to the submission process for new Oxford small group payments and applications since our previous notice in early November.

For New York (1-100), New Jersey and Connecticut (1-50) new small groups, we have added a third payment option.

Here's an overview of all three options for submitting new Oxford small group payments and applications.

Option 1: enroll clients through our online small group enrollment tool and make an online payment

1. Complete the application process with your client through [our online small group enrollment tool](#). Your client will be issued a new group ID.
2. Your client will need to make a one-time online payment through [the Oxford Payment Center](#) using their new group ID. Clients will generally be able to submit the online payment 24 hours after the group is enrolled, subject to company business days and federal holidays.
3. Once your client has made the payment, please email the enrollment confirmation sheet, available through our online small group enrollment tool, and online payment confirmation to [Oxford New Business Submissions](#).

Option 2: enroll clients through our online small group enrollment tool and send a binder check payment

1. Complete the application process with your client through [our online small group enrollment tool](#).
2. Your client will need to send the binder check payment directly to the bank at the following address:

JPMorgan Chase
4 Chase Metrotech Center
7th Floor East
Lockbox #10285
Brooklyn, NY 11245

3. Once your client has submitted the binder check, please email the enrollment confirmation sheet, available through our online small group enrollment tool, and a copy of the binder check payment to [Oxford New Business Submissions](#).

Option 3: enroll clients using a PDF copy of a paper application and send a binder check payment

1. Complete a paper application, available in the Forms sections of oxfordhealth.com, with your client.
2. Your client will need to send the binder check payment directly to the bank (see Option 2 for the bank address).
3. Once your client has submitted the binder check, please email a PDF copy of the paper application, along with supporting documents, as needed, and a copy of the binder check payment to **Oxford New Business Submissions**.

For more information, please contact your sales representative. You can also review the list of **frequently asked questions** about the new process.