

# Brief Notes

News for  
Brokers and Consultants

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3 Penn Plaza East, Newark, NJ 07105-2200

**Applies to:** Small Employer Market (two to 50 employees)

## Change in Conversion Submission Policy

Beginning August 1, 2009, all conversions must be submitted five business days prior to the renewal date. This policy change will provide the required lead time to ensure that the appropriate benefits are reflected upon the effective renewal date.

Below, please find the effective dates and submission dates for submitting conversions. If you miss the submission date, you will have to wait until the following month to submit the conversion.

Effective Date	Submission Date
8/1/09	7/27/09
8/15/09	8/10/09
9/01/09	8/25/09
9/15/09	9/08/09
10/01/09	9/24/09
10/15/09	10/08/09
11/01/09	10/26/09
11/15/09	11/09/09
12/01/09	11/23/09
12/15/09	12/08/09

If the group runs on a day other than the 1st and 15th, you should submit conversions five business days prior to the group's effective date. In order to meet the effective date, conversions must be submitted to the Master Broker prior to the five-day requirement.

We hope this change meets the benefit needs of your clients and their employees and makes it easier for you to do business.

If you have questions, please contact your Horizon Blue Cross Blue Shield of New Jersey sales representative.

**Please note:** We have not changed our submission policy related to new business accounts.



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