

Checklist for New Groups

2023

When enrolling in a new group, there are several key areas essential in providing a smooth implementation. In order to better serve our clients, we have developed a checklist to aid in the process of enrolling and setting up new groups.

Application for Group Contract completed in its entirety and signed by the person authorized to contract for the group and producer (if applicable).

Step 1: Plan Effective Date

Step 2: Employer Information

Step 3: Funding Options

Step 4: Eligibility and Enrollment

Step 5: Employer Contribution

Step 6: Plan Options and Plan Selection

Step 7: Third Party Administrators

Step 8: Billing and Payment Options

Step 9: Producer/Agent Information

Step 10: Acknowledgement and Signatures

Please note: Incomplete or inaccurate applications may cause delays in processing time.

Individual enrollment form completed and signed by each employee enrolling in the dental plan; enrollment may also be submitted by [electronic file](#). For more information on acceptable electronic file formats, please contact Sales@DeltaDentalOK.org.

Please mail new group submissions to:
Delta Dental of Oklahoma
Attention: Sales
P.O. Box 54709
Oklahoma City, Oklahoma 73154-1709

or send an email to:

Sales@DeltaDentalOK.org