

Checklist for New Groups

2019

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:** Employer Information
 - Step 2:** Plan Effective Date
 - Step 3:** Eligibility and Enrollment
 - Step 4:** Fully Insured Plan Options and Plan Selection
 - Step 5:** Employer Contribution
 - Step 6:** Billing and Payment Options
 - Step 7:** Options for Access to Online Resources
 - Step 8:** Producer/Agent/Consultant Information
 - Step 9:** Hold Harmless

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