

Checklist for New Groups

2024

When establishing a new group, there are several essential documents necessary for an efficient implementation. To better serve our clients, DDOK has developed a checklist for Select group setup and initial enrollment process.

- Application for Group Contract
 - Step 1:** Plan Effective Date
 - Step 2:** Employer Information
 - Step 3:** Eligibility and Enrollment
 - Step 4:** Employer Contribution
 - Step 5:** Contact Information and Online Resources Access
 - Step 6:** Plan Options and Plan Selection
 - Step 7:** Third Party Administrators
 - Step 8:** Payment Options
 - Step 9:** Producer/Agent Information
 - Step 10:** Acknowledgement and Signatures

Please note: Incomplete and/or inaccurate applications will result in processing delays. Please ensure the application is completed in its entirety and signed by the person authorized to contract for the group and, if applicable, producer.

- Initial Enrollment (select one):
 - [Enrollment Forms](#) completed and signed by each employee
 - Completed [One-time Load spreadsheet](#)
 - Not required for EDI and/or Online Resources enrollment options

Send completed application, enrollment documents and other supporting materials to Sales@DeltaDentalOK.org or mail to:

Delta Dental of Oklahoma
Attention: Sales
P.O. Box 54709
Oklahoma City, Oklahoma 73154-1709