**Individual Business Checklist**

**FFM Individual Open Enrollment begins November 1st and ends December 15th.**

**Medicare 2018 Open Enrollment begins October 15th and ends December 7th.**

* 2018 Marketplace (FFM Federally Facilitated Marketplace) certification is completed and certificate printed
* Confirm your 2018 FFM certification is complete by searching the FFM Registration Completion List for your agent NPN and completion date on the link below:

<https://data.healthcare.gov/dataset/AB-Registration-Completion-List/wb6u-x2ny/data>

* 2018 Medicare Rx and Advantage certification is done (Producer or Sub-Producer, Principal & Agency) and certificates printed
* 2018 Medicare Rx and Advantage **renewal certification deadline for Sub-Agents is December 24th and Individual producers and agencies is December 31st**.
* If you are not currently receiving the *News from the Blues*, make sure BCBS has your correct email address so that you receive the *News from the Blues* for the most current news from BCBS
* Reach out to your current individual clients to inform them about the shorter Open Enrollment Period and offer your assistance if needed
* You can create a book of business list on you Retail Producer Portal
* Create your 2018 spreadsheet to list individual policies that are submitted for follow up

**Group Business Checklist**

**Deadlines:**

**December renewal paperwork is due at MIBS by 10/16/17 1**

**January renewal paperwork is due at MIBS by 12/1/17 1**

**Group Open Enrollment (November 15-December 15) paper work is due at MIBS by December 13th 2**

1. Renewal deadlines are subject to change; MIBS due dates are earlier than BCBS due to the high volum of renewal paperwork received
2. Paperwork submission deadline is subject to change; MIBS due dates are earlier than BCBS to allow time to scrub and obtain missing information

December renewals will soon be released with January following after. I will do my best to go through the renewals to spreadsheet options to keep your groups Blue.

* Find your groups with **Grandfathered** plans to make sure paperwork is filed on time
* Make a list of your groups with at least 10 employees to request quotes for ancillary products
* Review your renewals and if you want a specific spreadsheet, send request to [patty@midwestga.com](mailto:patty@midwestga.com) as soon as possible to allow enough time for Patty to create
* Check your list of groups to make sure you receive their renewal and if you do not, you can request the renewal from your Customer Service Rep.
* Agents can view their list of groups by logging into Blue Access for Producers and clicking on the Blue Access for Employers icon at the top of the screen. You can also use your commission statement
* Create a list of your groups that need to make a plan change and strategize a timeline and process to make sure all paperwork is submitted by the deadlines
* Go through your contacts for businesses that might be interested in enrolling in a group plan during the Group Open Enrollment (no employer contribution or employee participation) – start contacting to collect quote request information for a 1/1/2018 quote. These group’s must still be eligible for group coverage.
* Subscribe to the MIBS’ blog, Patty’s Perspective where news and updates will be discussed as well as market trends and sales recommendations
  + <http://www.mibsga.com/pattys-perspective/>