

Gotto, Krista

From: Gotto, Krista
Sent: Wednesday, October 01, 2014 1:32 PM
Subject: Egyptian Trust OPEN ENROLLMENT ENDED YESTERDAY !



Good Afternoon:

This is a reminder that Open Enrollment ended yesterday!

Please review your new enrollments and enrollment change forms to be sure your employees properly completed the forms. Please be sure that all pertinent information is included on each form you send in. Incomplete information will be returned and will cause a delay in the delivery of your member ID cards and could prohibit the Care Coordinator's ability to assist your members.

Then send all enrollment/enrollment change forms to Krista Gotto as soon as possible but no later than **Friday, October 3rd**. You may fax them to (888)525-2799 or email them to Krista at krista.gotto@meritain.com. **Please note all enrollments must be in our hands no later than this Friday, October 3rd**. If there is any reason you are unable to get them to us by that date you will need to reach out to me directly.

We again remind you that it is your responsibility to review the monthly invoice to be sure that it is correct and that the appropriate coverage/premium is being billed. **Remember that you will only be credited up to 2 months premium.** For this reason it is critical that you reconcile your bill. Most adjustments to your bill occur during the open enrollment period so it is important, especially during this time, to reconcile the October and November invoices.

Thank you for your attention to this matter.

Yours in good health,

Karen L. Giles
V.P. Client Relations

Meritain Health

Direct: 618.509.6081

