

2017

## REMINDERS REGARDING THE ADMINISTRATION OF YOUR OASSIS GROUP BENEFIT PLAN

- 1. Always advise OASSIS of any contact changes.** It is important that our contact information for you is correct. Remember to inform us of any changes (i.e. Billing Contact or Address) as they occur.
- 2. Always remember to pay your monthly premiums on time to avoid the termination of your group benefit plan. Sign up for pre-authorized payment to avoid late payments.** Premiums are due the first of the month. In the event that premiums are not paid on time, OASSIS does allow a 30 day grace period to be applied. If premiums continue to go unpaid, OASSIS will notify the agency in writing of their late premium status and a final payment date will be imposed. If premiums remain outstanding, OASSIS will terminate coverage. Coverage can be reinstated once the full outstanding premium balance has been paid.
- 3. Always send original enrolment forms to OASSIS.** OASSIS requires original enrolment forms at all times; copies of enrolment forms will no longer be accepted. Enrolment forms can be mailed to the attention of your OASSIS Benefits Administrator at the below address.
- 4. Always send your forms on time.** Enrolment forms and changes to an employee's coverage must be received by OASSIS within 31 days of the member's enrolment date or the effective date of the change. If the enrolment form is received by OASSIS past 31 days of the eligibility date, the employee will be a late applicant and will be subject to the late applicant stipulations. A member's dependent can also be deemed a late applicant and subject to medical approval if the request was not received by OASSIS on time.
- 5. Extension of Group Benefits Beyond the Legal Notice Period.** In the event of an employee's involuntary termination where the employer wishes to extend their group benefit coverage beyond the statutory legal notice period, the employer must first contact OASSIS before offering the extension of coverage to the employee. The request to extend benefit coverage must first be approved by the carrier(s), Green Shield and/or Great West Life, before it can be implemented. The request to extend benefit coverage must be made by the employer to OASSIS a minimum of 5 business days before the employee's termination date.

Sincerely,  
The OASSIS Administration Staff