

2009 ACCOUNT INSTALLATION CALENDAR

For Standard Benefits ONLY*

Group Effective Date	New Groups Brkr/Admin Due Date	Renewing Groups Brkr/Admin Due Date
January 1, 2009	Dec 15, 2008 Mon.	Dec. 12, 2008 Fri.
February 1, 2009	Jan. 16, 2009 Fri.	Jan. 14, 2009 Wed.
March 1, 2009	Feb. 17, 2009 Tues.	Feb 13, 2009 Fri.
April 1, 2009	March 17, 2009 Tue.	March 13, 2009 Fri.
May 1, 2009	April 16, 2009 Thur.	April 14, 2009 Tue.
June 1, 2009	May 15, 2009 Fri.	May 14, 2009 Thur.
July 1, 2009	June 16, 2009 Tue.	June 15, 2009 Mon.
August 1, 2009	July 15, 2009 Wed.	July 14, 2009 Tues.
September 1, 2009	Aug. 14, 2009 Fri.	Aug. 13, 2009 Thur.
October 1, 2009	Sept. 15, 2009 Tue.	Sept. 14, 2009 Mon.
November 1, 2009	Oct. 15, 2009 Thur.	Oct. 14, 2009 Wed.
December 1, 2009	Nov. 16, 2009 Mon.	Nov. 13, 2009 Fri.
January 1, 2010	Dec. 15, 2009 Tue.	Dec. 11, 2009 Fri.

The 50 to 100 group size account with standard benefits must adhere to the schedule above, for new and renewing accounts. The 101+ size account must submit paperwork, on or before the 15th of the month prior to effective date to Sales at CareFirst, for new and renewing accounts. Sales will forward to AI the 18th of month prior to the effective date for FACETS. If the effective date of the account is the 15th of the month, the paperwork is due from the Broker on or before the 5th of the month and pre-screened work is due on or before the 8th of the month. **CDH products must be in by the above cutoff dates. NO EXCEPTIONS.** No extensions, everyone should plan to submit before and/or on the submission schedule. Customized (Non-Standard) benefits must have SOCS approval and submitted 30 days prior to the effective date. NASCO based accounts must follow the established process whether 90, 60, or 30 day leads.

Initial paperwork for Senate Bill 6 subsidy must be sent to Sales by the 8th of the month with the final signed proposal and binder check due by the contractual cut-off date for the month.