

2010 ACCOUNT INSTALLATION CALENDAR

For Standard Benefits ONLY*

Group Effective Date	New Groups Broker/Admin. Due Date	Renewing Groups Broker/Admin. Due Date
January 1, 2010	Dec 15, 2009 Tues.	Dec 11, 2009 Fri.
February 1, 2010	Jan. 19, 2010 Tues.	Jan. 15, 2010 Fri.
March 1, 2010	Feb. 17, 2010 Wed.	Feb. 16, 2010 Tues.
April 1, 2010	March 17, 2010 Wed	March 15, 2010 Mon.
May 1, 2010	April 16, 2010 Fri.	April 14, 2010 Wed.
June 1, 2010	May 17, 2010 Mon	May 14, 2010 Fri.
July 1, 2010	June 16, 2010 Wed.	June 15, 2010 Tues.
August 1, 2010	July 15, 2010 Thurs.	July 14, 2010 Wed.
September 1, 2010	Aug 16, 2010 Mon.	Aug 13, 2010 Fri.
October 1, 2010	Sept 15, 2010 Wed.	Sept 14, 2010 Tues.
November 1, 2010	Oct 18, 2010 Mon.	Oct 15, 2010 Fri.
December 1, 2010	Nov 16, 2010 Tues.	Nov 15, 2010 Mon.
January 1, 2011	Dec 15, 2010 Wed.	Dec 13, 2010 Mon.

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.