

## **New HHIC Authorization To Cancel Small Group Business Form and Revised HHIC Business Submission Fax Cover Form**

Attached is the new Highmark Health Insurance Company (HHIC) Authorization To Cancel Small Group Business form.

Also attached is the **revised** HHIC Business Submission Fax Cover form. Please notice the “cancel coverage” option at the bottom of the fax cover form.

When cancelling Western Region small business, please complete the fax cover and indicate one of the following:

- Western Change
- Cancel Coverage

Please begin to use the attached forms immediately. For your convenience, both forms will be available on the Producer Portal in the very near future.

If you have any questions regarding the HHIC business submission process, please contact your Small Group client manager.

## **Vice President - Small Group Sales & Individual Markets Leaves Highmark**

Effective February 3, 2011, Bill Hepfinger, Vice President – Small Group & Individual Markets, has left the Highmark organization. Assuming his role in the interim will be Don Kalkbrenner, Vice President – Producer Administration. As always, Aaron Ochs and Ken Cikovic and their respective teams stand ready to assist you with any small group or individual program issues.

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May we ask you to forward this important information to your appropriate staff members and producers. If you have any questions concerning items in this edition of the Producer News, please contact your Highmark client manager.

Sincerely,

A handwritten signature in black ink, appearing to read "Reginald E. Brown". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Reginald E. Brown  
Director – Producer Affairs - West