



UPMC New Group Enrollment Checklist

To obtain medically underwritten rates the following is needed 35 days prior to the effective date:

- Medical Questionnaire / Small Group Employee Application –Completed Signed & Dated
- Seal medical questionnaire in attached envelope
- Most recent UC-2

To enroll a group the following is needed by the 9th of the month prior to the effective date:

- Enrollment Commitment Form
- Broker of Record Authorization
- Binder check for 1st month's premium
- Student verification form (if applicable)
- MANP transfer request form (if applicable)

If a group is enrolling through the MANP, the premium check will be made payable to UPMC. MANP membership is made payable to MANP.

Please note that rates are subject to change pending review of final enrollment information!!!

