



Small Group Important Business Updates

Administrative fee and premium credit programs extended

We're happy to share that the new clients you bring to Aetna Funding AdvantageSM and 51-100 Fully Insured plans will continue to get an administrative fee credit (for AFA) or a premium credit (for 51-100 Fully Insured) through **7/1/24 effective dates**. Be sure to take advantage of these perks when selling to new clients.

Refer to the [AFA](#) and [51-100 Fully Insured](#) flyers for more details.

Reminder: Plan sponsor Prescription Drug Data Collection reporting requirement

An email was recently sent to all plan sponsors, informing them that Prescription Drug Data Collection (RxDC) reporting for reference year 2023 is required to be submitted no

later than 6/1/24. This submission must include certain data elements that were not required for the initial submission.

Plan sponsors must complete the fields provided in their emailed form no later than 4/12/24. If any plan sponsor does not provide the requested data by 4/12, Aetna will submit the report without the required plan sponsor data. Failure to respond with complete and correct information will impact our ability to accurately report on the plan sponsor's behalf, and Aetna will not be responsible for any liability associated with the inaccurate report. It may be necessary for you to submit this information to CMS directly.

In 2024, Aetna will require the following data from all plan sponsors included in Aetna's D1 file:

- Total premium paid by members for the reference year
- Total premium paid by employer for the reference year
- Funding Arrangement
- Issuer Name/Legal Entity

Small Group standalone dental quotes now available

Great news! Aetna now offers two options to get a Small Group dental quote for groups of 2-100 eligible employees. Please note, a vision quote is automatically included in all standalone dental requests. Vision rate sheets are available in Producer World under the **"Aetna Vision Preferred" tab**.

If you need an immediate quote, follow the steps below for the self-service option:

- Step 1: Select **"Quoting and Renewal"** from the left menu
- Step 2: Select the **"Small Group"** tab
- Step 3: Select **self-service illustrative quoting**
- Step 4: Select 'proceed' to navigate SMART.

If you are looking for a more customized experience, use our full-service option to send your quote and census information to our standalone dental email box:

DentalStandAlone@AETNA.com (a 72-hour turnaround time is standard).

If you need assistance with the quoting process, please contact your region's ancillary representative:

- **Michael Rivera**, RiveraM5@AETNA.com (TX, CA, AZ, AK, ID, WA, WY, NV, UT)
- **Alex Suarez**, SuarezA1@aetna.com (IL, KS, MS, CO, IA, NA, WE, MN, MI, KY, OH, OK)
- **Eddy de Arcos**, DeArcosE@aetna.com (CT, ME, MA, NJ, NY, DE, PA, WV, VA, MD, DC)
- **Sasha Campbell**, Sasha.Campbell@Aetna.com (NC, SC, TN, FL, AR, GA, LA, MS)

If you have any other questions regarding standalone dental quotes, please contact **Faith Johnson** at Johnsonf3@Aetna.com or **1-832-324-1806**.

One Census template: Helpful tips to make your job easier

The One Census template can be used for Small Group Aetna Funding AdvantageSM, Fully Insured 51-100 and ACA group enrollments. To ensure all information is accurately captured, be sure to follow the tips below:

Sort and copy/paste

- Always copy and paste values into One Census. Copy from the company provided census and paste values into the template.
- When you filter, be sure you are not using the Sort feature, as this may move dependents under incorrect employees.
- Use drop-down lists, where applicable, on the right-hand side of the cell (will see a down arrow icon).

Spouse & Dependents

- Employees and their dependents should have the same address.
- Confirm employees are listed with the correct dependents. Note: this has a significant impact to accurate enrollment.
- Each employee, spouse and dependent should have their own unique social security number.

Be sure to download the [AFA & Fully Insured 51-100](#) and [ACA](#) templates for your enrollments – today!

Reminder: Updated 2-100 sale notification form and new business submission deadlines

We revised our 2-100 sales notification form, making it easier for you to complete. As a note, the benefit administration for groups will default to the correct platform based on the sold product. Springboard will be used for all AFA 2-100 business and eBusiness will be used for 51-100 Fully Insured.

When submitting a sold group case, please be sure to use the new and improved [sales notification form](#), which can be found on Producer World.

And to help your case submissions go smoothly, please be sure to keep these important submission deadlines in mind:

Effective Date	IMQ Elite Submitted	UW Quote Submitted	Sale Notice	All documents
5/1/2024	4/15/2024	4/22/2024	5/3/2024	5/8/2024
6/1/2024	5/15/2024	5/20/2024	6/5/2024	6/10/2024
7/1/2024	6/17/2024	6/20/2024	7/3/2024	7/9/2024
8/1/2024	7/15/2024	7/22/2024	8/5/2024	8/8/2024

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