

## Announcement for BCBSNC Group Administrators

### BCBSNC to Waive Probationary Period for Re-Hires after Employer Lay-offs

March 3, 2009

Effective immediately, Blue Cross and Blue Shield of North Carolina (BCBSNC) will begin waiving probationary periods for employees re-hired with your company within 90 days of being laid off. In this situation, the employee will be eligible for coverage effective the date of re-hire. Please note: this guideline does not apply to employees who voluntarily terminate employment.

Note that we are not changing our rules regarding pre-existing condition exclusions. If the employee has had a break in coverage greater than 63 days, the employee will still be subject to pre-existing condition exclusions.

#### Groups Enrolling via Paper Enrollment Forms

This process should be followed to enroll re-hired employees within 90 days of being laid off from that company:

1. The employee fully completes a new “Enroll” form.
2. The group administrator for that employee writes “Re-Hire from Lay-Off” on the top of the applicable employee enrollment form.
3. The group administrator ensures that the enrollment form is correctly completed and submits the paper enrollment form to BCBSNC:
  - a. Via fax to BCBSNC Enrollment: **(919) 765-1213**
  - b. Via email (by scanning and attaching the form) to [group.maintenance@bcbsnc.com](mailto:group.maintenance@bcbsnc.com)
  - c. Large groups with a dedicated group membership specialist should email the form directly to the dedicated specialist

#### Groups Enrolling via eBenefitsNow

We are currently working to add new functionality in our eBenefitsNow tool that will enable group administrators to apply this new probationary period waiver to their re-hired employees.

Until we add this new functionality in eBenefitsNow, employers must submit **paper enrollment forms** when enrolling a re-hired employee.

This process should be followed to enroll re-hired employees within 90 days of being laid off from that company:

1. The employee fully completes a new “Enroll2 form.”
2. The group administrator for that employee writes “Re-Hire from Lay-Off” on the top of the applicable employee enrollment form.

3. The group administrator ensures that the enrollment form is correctly completed and submits the paper enrollment form to BCBSNC in one of the following ways:
  - a. Via fax to BCBSNC Enrollment: **(919) 765-1213**
  - b. Via email (by scanning and attaching the form) to [group.maintenance@bcbsnc.com](mailto:group.maintenance@bcbsnc.com)
  - c. Large groups with a dedicated group membership specialist should email the form directly to the dedicated specialist

### **Questions**

If you have any questions about this, please contact your BCBSNC group representative.

Thank you.

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