



# INTENDED PARENT ACA Open Enrollment *Quick Start Guide*

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**Your Checklist for a Smooth ACA Enrollment**

# IMMEDIATE ACTION ITEMS



- 1 Confirm GC's info with your agency (name, DOB, address, existing insurance)
- 2 Share your correct payment method (Must be a U.S.-based card, if international) for the Policy Placement fee and/or the insurance binder fee.
- 3 If your GC plans to cancel any policy, make sure that is mentioned in the notes section of the Request for Quote in the portal.
- 4 Decide if you/your GC have a preferred OB/hospital → tell your agency this information before policy selection to alleviate delays.

## KEY REMINDERS



### Submitting Accurate Information Is Vital

Submitting accurate info for you, the IPs and the GC into the ART Risk portal will ensure there are no delays.

***If inaccurate info is submitted, it may delay the process and/or require additional fees.***



### Open. Read. Take Action.

It's ***critical*** that you read every email and update from ART Risk. Each one contains key information to help you meet deadlines, avoid delays, and feel confident knowing nothing is missed.



### A Lower Premium Isn't Always Most Cost Effective

A plan with a more budget friendly Premium doesn't mean it is the most economical plan option. This is an acute item to discuss with your Dedicated Agent at the plan selection consult.



### Overseeing Your GC's Monthly Premium Is Essential

If not enrolling in ART Risk's Premium Bill Monitoring service, it is ***essential*** that someone is overseeing the monthly insurance Premium in her insurance carrier portal. The Premium must be applied to her account so that the policy doesn't get cancelled for non-payment.

## Important Links

INTENDED  
PARENT  
WEBINAR  
CALENDAR

ACA OPEN  
ENROLLMENT  
DATES &  
DEADLINES

ART RISK  
SERVICE  
GUIDE

ENROLLMENT  
DEADLINES  
BY STATE

ARS PORTAL  
GUIDE TO  
POLICY  
VALIDATION  
RESULTS

ARS PORTAL  
GUIDE TO  
POLICY  
SELECTION

# The Open Enrollment Step-By-Step Process

# 1

## AGENCY SUBMITS QUOTE REQUEST

- Make sure info is accurate (no nicknames, current insurance for GC is listed, preferred providers included)
- Provider Checks will be completed, Dedicated Agent researches policy options

# 2

## MEET WITH YOUR ART RISK DEDICATED AGENT

- Review policy options, ask questions, select the desired plan by the deadline.
- Explore additional support services
- If your Gestational Carrier has a current policy, discuss Coordination of Benefits.

# 3

## PREPARE FOR GC APPLICATION APPOINTMENT

- Ensure funds are in place and payment method is ready for the application appointment.
- GC will complete the application by phone with one of ART Risk's licensed Agents.
- Intended Parent will receive a status update in the ART Risk portal when the GC has completed the application.

# 4

## POLICY CONFIRMATION

- ART Risk verifies binder payment processed, policy is active, and coverage is confirmed.
- Enroll in Premium Bill Monitoring or determine a plan for who will be overseeing the monthly Premium payments to the insurance carrier.

## IMPORTANT INFO AFTER YOUR GC HAS COMPLETED THE APPLICATION

If you would like to enroll in Premium Bill Monitoring service where ART Risk billing specialists oversee all monthly premiums, contact ART Risk at any time. This alleviates you or the GC monitoring this on a monthly basis.



It is important to confirm the networks and ensure **all** Providers and Hospital facilities are in-network with the GC's insurance plan for every provider she sees (including specialists).



Coordination of Benefits issues can arise if the GC has two policies. ART Risk offers Journey Claims Management to assist with this process.



ART Risk has verified all insurance policy language prior to the policy selection. Should you have any coverage issues, please contact ART Risk immediately as we stand by each policy we place.

