

# Quote Checklist

We are pleased to be considered for your clients' Stop Loss coverage. Meeting deadlines on quality RFP submissions is much easier when we're working with complete data. It also helps in our ability to deliver consistently good risk selection for appropriately pricing the business. Please use our Quote Checklist to help ensure you're providing all the information needed for timely and efficient turnaround.

## Group Information

- Name
- Address of Headquarters
- SIC Code/Type of Industry

## Broker Information

- Company Name
- Company Address
- Current/Proposed Commissions

## RFP Information

- Effective Date
- Due Date
- Current/Proposed Third Party Administrator
- Current/Proposed Provider Network
- Current/Proposed Pharmacy Vendor
- Current/Proposed Reference-Based Pricing (RBP) Network (HM Stop Loss RBP Group RFP Questionnaire is required.)
- Current Stop Loss Carrier (if self-funded)
- Actual Eligible Employee Count (to determine true participation)

## Census

- Employee-Only Census – Provide (in an Excel format) the following data:
  - Plan Election (plan name/ID should match back to current/proposed plans provided)
  - Sex
  - Date of Birth or Age
  - Tier (e.g., single/family election)
  - Status (active, retiree or COBRA)
  - ZIP Code
- Employee and Dependent Census – A broader census may be required if sufficient claimant data is not available on currently fully insured groups <150 lives and/or for group add-on activity for groups >151 lives. Provide (in an Excel format) the following data:
  - First Name
  - Last Name
  - Sex
  - Date of Birth
  - ZIP Code
  - Relationship
  - Tier
  - COBRA Indicator
  - Group Headquarters State, unless add-on, then Add-on Business Location State

*Continued ...*

## Stop Loss Terms

- Current/Proposed Specific Deductible
- Current/Proposed Contract
- Coverages Included in Specific/Aggregate Coverage (i.e., medical, Rx, STD, dental)
- Current/Proposed Aggregate Corridor
- Domestic Reimbursement (if hospital)
- Current Lasers
- Current Rate Cap
- Current/Proposed Under 65 and Medicare Retirees (indicate inclusion)
- Current/Proposed Additional Features/Options
- Summary Plan Document (SPD)** – If the SPD is not available, please provide current/proposed medical/pharmacy plan designs

## Rates

- Current Specific/Aggregate Rates and Aggregate Factors (and renewal if available)
- Fully Insured Current Rates (and renewal if available)

*Note: If rates are on a four-tier basis, please provide four-tier enrollment.*

## Claims Information

(For the current policy year and two years prior)

- Large Claims with diagnosis, claimant name or identifier, and paid amount (50% reporting)
- Aggregate Claims (monthly paid claims and monthly enrollment)

- Specify Monthly Subscriber or Contracts for Enrollment (not members)
- Copy of a Transplant Policy, if carved-out, for firm quotes
- Rx Large Claims information (within Medical Reporting or Separate Rx Reporting) including:
  - **Specific:** Paid claim summary and detail with drug name, claimant ID or name (matching to medical)
  - **Aggregate:** Monthly experience
- Time Period for Any Run-Out Involved

## Turnaround Times

When all required data has been submitted, expect a turnaround time of 5 to 7 business days from the request date during non-peak time (January through July) and a maximum of 10 business days from the request date during peak time (August through December). Shorter turnaround times may be permitted as an exception on a case-by-case basis.

### About HM Insurance Group

HM Insurance Group (HM) works to protect businesses from the financial risk associated with health care costs. A recognized leader in Employer Stop Loss, the company delivers protection for a range of group sizes. HM also offers assumed Accident and Health reinsurance solutions and Provider Excess insurance through HM Specialty.

HM Life Insurance Company, HM Life Insurance Company of New York and Bridge City Insurance Company are all rated "A" (Excellent) by AM Best Company.\* Through its insurance companies, HM Insurance Group holds insurance licenses in 50 states and the District of Columbia and maintains sales offices across the country.

For more information, contact your HM sales representative or visit [hmig.com](https://www.hmig.com)



800.328.5433 | [hmig.com](https://www.hmig.com)

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\*AM Best Company, November 2024

Stop Loss coverage is underwritten by HM Life Insurance Company, Pittsburgh, PA, or Bridge City Insurance Company, Pittsburgh, PA, in all states except New York under policy form series HMP-SL (08/19), HMP-SL (06/20) or BCICP-SL (06/20) or similar. In New York, Stop Loss coverage is underwritten by HM Life Insurance Company of New York, New York, NY, under policy form series HMP-SL (06/20) or similar. In all states except New York, Provider Excess Insurance is underwritten by HM Life Insurance Company, Pittsburgh, PA, or Bridge City Insurance Company, Pittsburgh, PA, under policy form series HMP PEL (09/20) or BCIC PEL (09/20) or similar. In New York, Provider Excess Insurance is underwritten by HM Life Insurance Company of New York, New York, NY, under policy form series HMNY PEL1105 or similar. In all states except New York, Assumed Accident and Health Reinsurance is underwritten or reinsured by HM Life Insurance Company, Pittsburgh, PA, or Bridge City Insurance Company, Pittsburgh, PA, under form HM1005-ELR or similar. In New York, Assumed Accident and Health Reinsurance is reinsured by HM Life Insurance Company of New York, New York, NY. The coverage or service requested may not be available in all states and is subject to individual state approval. Reinsurance agreements only reflect a form number when required by applicable state law. In Oregon, Bridge City Insurance Company does business as BCIC Insurance Company.