

Title: PEBB Program ~~P~~ayment ~~P~~lans

PEBB Program Administrative Policy 93-2

Contact:	Policy and Rules Specialist Coordinator , ERB Division	Effective:	January 1, 20 18 <u>20</u>
Associated RCW:		Rescinded:	
Associated PEB Board Policy Resolutions:		Supersedes:	
Associated WAC:	182-08-180_(1)(b) and (c)		
Assoc. fed law/reg:		Owner:	Policy, Rules & Policy Compliance Manager, ERB Division
Associated Procedures:			
Associated Forms & Communication		Approved by:	
		Position:	ERB Division Director <u>of the PEBB Program</u>
		Date approved:	

Purpose:

This policy describes the process through which a subscriber or ~~his or her~~ subscriber's legal representative may request a payment plan and the criteria the ~~PEBB Program~~ HCA will use when authorizing a payment plan.

Policy:

1. The ~~PEBB Program~~ HCA may develop a reasonable payment plan upon agreement with ~~the~~ subscriber or subscriber's legal representative when a subscriber's monthly premiums and ~~any~~ applicable premium surcharges are unpaid or underpaid. The payment plan may be authorized by the ~~PEBB Program~~ HCA for up to twelve months in duration.
2. The subscriber, or the subscriber's legal representative, may call the ~~PEBB Program~~ HCA at 1-800-200-1004 to discuss a payment plan provided the subscriber's insurance coverage is not already terminated.
3. The ~~PEBB Program~~ HCA will provide the subscriber, or the subscriber's legal representative, with a letter that documents the terms for payment of premiums and ~~any~~ applicable premium surcharges upon authorization of a payment plan.
4. Payment must be received by the ~~PEBB Program~~ HCA on the agreed upon due date(s) in the payment plan agreement in addition to the subscriber's monthly insurance

coverage premiums and ~~any~~ applicable premium surcharges that ~~is~~are due. All payments received by the ~~PEBB Program~~HCA will be applied to the oldest month where a premium or applicable premium surcharge is unpaid or underpaid in the following order:

- a. The oldest month owed, first insurance coverage premium and then ~~any~~ applicable premium surcharges; and
 - b. The next oldest month owed, first insurance coverage premium and then ~~any~~ applicable premium surcharges.
5. If payment is not received by the agreed upon due date(s), then enrollment will be terminated. ~~PEBB~~ insurance coverage ends retroactive to the last day of the month for which the monthly premiums and ~~any~~ applicable premium surcharges ~~were~~as paid.