

NORTH RANCH BENEFITS TRUST

VOLUNTARY HUMANA DENTAL ENROLLMENT INSTRUCTIONS

- This plan has a Focal Renewal January 1 of every year.
- This plan does not have an Open Enrollment Period. Employees and/or Dependents must enroll at initial enrollment or upon a Qualifying Event only.
- TWO or more employees are required to be enrolled at all times.
- This plan is available to groups headquartered in CA. Employees can live in any State for PPO, CA only for HMO.
- **New group enrollments must be submitted to Warner Pacific for processing before the last business day of the month prior to requested effective date.** First of the month effective dates available only.
- Complete the Employer Application form and select 1-4 plan designs for the entire group.
- Print an employee application for each employee to enroll. Dependent children may remain on this plan to age 26. If the enrolling employee does not elect to cover their dependents, then dependents may not enroll later unless there is a qualifying event.
- Humana will waive the 12 month waiting period on major services on the PPO or the PPO Traditional Preferred plans, if the group can provide proof of 12 months of prior dental coverage. Available for initial enrollees only.
- The first month's premium is required via check or bank draft (ACH)
 - A \$15 monthly administration fee will apply to each enrolled group's bill.
 - If paying by Bank Draft (ACH), complete attached form.
 - If paying by check, make Check payable to HealthSmart Benefit Solutions, Inc.Future payments by Check should be directed to the Lockbox:

VOLUNTARY HUMANA DENTAL IMPORTANT CONTACT INFORMATION

- **North Ranch Benefits Trust is marketed by Warner Pacific Insurance Services:**

Submit all completed New Business forms to Warner Pacific for processing:

Warner Pacific Insurance Services, Inc. – New Business

32110 Agoura Road

Westlake Village, CA 91361-4026

Phone: (800) 801-2300 Fax: (818) 484-2975 Email: CAnewbusiness@warnerpacific.com

- **North Ranch Benefits Trust is administrated HealthSmart Benefits Solutions, Inc.:**

Once the group is approved, Group Administrators should forward all new hire applications or qualifying event forms to HealthSmart directly for processing. HealthSmart handles all billing and eligibility questions:

HealthSmart Benefit Solutions, Inc.

Phone: (800) 786-6525 Fax: (818) 351-8184

nrbt@healthsmart.com

- **The Carrier is Humana Dental:**

Employees should contact Humana Dental directly for assistance with benefits, claims, locating a provider or questions about their website. Please allow 2 weeks to be loaded in to their system.

Member Services – Dental PPO Plans - Phone: (800) 233-4013

Member Services – Dental DHMO Plans - Phone: (877) 873-2241

www.humana.com