

Group Name: _____ **Group Number:** _____

If your group health plan supports a health spending account like a Health Reimbursement Arrangement (HRA) or Health Savings Account (HSA) and are looking to make an account change or changing your administrator, this form needs to be completed to ensure there's no disruption for your employees.

Section 1: Disband and Runout Information

Are you leaving Blue Cross VT for a different health plan carrier?

Yes

No

Are you changing your health spending accounts administrator?

Yes

No

If yes, provide the name of the health spending accounts administrator: _____

DISBAND

The disband date is defined as the last date you would expect to have an employee to incur an expense. The date must reflect an end of month date only.

Which product/s will you be disbanding? Enter effective date of termination next to the product.

Health Savings Account (HSA) _____

Health Reimbursement Arrangement (HRA) _____

RUNOUT

Runout is defined as the amount of time allowed by employees after the disband date to send in the claims for incurred expenses prior to the disband date.

Please add the runout date next to each product:

Health Savings Account (HSA) _____

Health Reimbursement Arrangement (HRA) _____

Section 2: Claims Processing Information

Select one option:

New account administrator will process appeals/adjustments for members.

Blue Cross VT will process appeals/adjustments for members

For Claims Appeals, members have the right to appeal claim denials 180 days after a denied claim was processed.

Section 3: Signature

I have read and understand the choices within this form and the information is, to the best of my knowledge, correct and complete.

Group Contact Name, please print: _____

Group Contact Signature: _____ Date: _____

Group Contact Phone Number: _____

Group Contact Email Address: _____

Section 4: Return Disband Form

Once fully completed, please return to your Blue Cross VT Account Manager, or send an email to: **CDHPservices@bcbsvt.com**.

Questions?

 Contact your Blue Cross VT account manager or our Sales & Service team with any questions by calling **(800) 255-4550** (TTY/TDD: 711) or emailing **consumersupport@bcbsvt.com**. We're available Monday - Friday, 8 a.m. to 4:30 p.m.

 Send via email: **CDHPservices@bcbsvt.com**



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