

Qualifying Events

Qualifying Events:

Employees who have a Qualifying Event must complete a “Qualifying Event Form” and include the appropriate documentation to verify the Qualifying Event. They must submit this information to their HR/payroll representative or bookkeeper/business manager, who will forward it to Mary Hall within 30 days of the Qualifying Event. Business Managers/Bookkeepers or the employee should add the information and process a qualifying event in Employee Navigator **as soon as possible.**

Listed are events that “qualify” for a change in coverage:

- Marriage
- Termination/Status change of employment of you or your spouse
- Divorce or Legal Separation
- Loss of Health Care Coverage
- A Court Order
- Birth or Placement for adoption of a child.
- Entitlement to Medicare or Medicaid
- Death in the Family
- Open enrollment on the Insurance Market
- Ineligibility of a dependent

Birth of a Child:

Please make sure that, upon the birth of a child, the employee adds the baby to the insurance within 30 days; coverage is not automatic. Employees should receive the qualifying event form before the birth, as a reminder to give it to the Business Manager/Bookkeeper after the baby is born. Communicate with the employee to get the form completed within 30 days. Business Managers/Bookkeepers or the employee should add the baby’s information and process a qualifying event in Employee Navigator as soon as possible, but no later than 30 days after birth, even if the Social Security number is not available. Mary Hall will receive the completed Qualifying Event Form. Follow up via email to Mary Hall, as the baby’s Social Security number is not yet available. The employee will also need to follow up with the location once the employee’s baby’s Social Security number is known. If the employee adds the baby’s information to Employee Navigator, we need a copy of the qualifying event form for our records.

It is best to submit this qualifying event information as soon as possible to avoid any benefit coverage issues.