



Underwriting & Group Submission Requirements for Fully Insured Plans

Underwriting Requirements:

- Landmark Employer Sponsored Plans are not voluntary, all employees and dependents enrolled in the employer-sponsored major medical plan must enroll in the Landmark Plan(s).
- Only employees and dependents with medical coverage are eligible.
- Only employees and dependents that live or work within our service area (the State of California) are eligible.
- Groups must have a minimum of ten enrolled employees to offer a Dual-Option Plan or two enrolled employees for a Single-Option Plan.
- Major Medical Product Carve-outs are allowed, all carve-out employees and dependents must enroll in the Landmark Plan(s). Group size will be based on the number of enrolled carve-out employees and a minimum of 10 employees must enroll for a Dual-Option plan or 5 employees for a Single-Option plan.
- Employees who waive group medical are not eligible for Landmark coverage with one exception, if they are covered by their spouse's group medical plan or a government program; they can enroll.
- The employer must contribute at least 60% of the Landmark premium for employees of the lowest cost option in a Dual-Option offering or 50% of the Landmark premium for employees in a Single Option offering.
- Dual-Option allows the pairing any two plans. A 10% increase to the standalone plan rates of both plans being offered will be assessed.
- Subscriber and dependent(s) plan choice must match when offering a Dual-Option plan.

Group Submission Requirements:

Completed new group paperwork scans must be received on or before the 5th of the month in which coverage is to start. Please scan and e-mail the following documents:

- Group Application – please be sure to enter rates for all 4 tiers even if you don't have enrollment in one or more of the tiers.
- Completed Landmark Census Enrollment template for the entire group or individual enrollment forms for each employee.
- Current copy of the group's detail medical billing to verify eligibility or copy of medical ID card for waivers, see the above underwriting requirements.
- Copy of the binder check, original should be made out to "Landmark Healthplan of California, Inc." and sent to:

Landmark Healthplan of California, Inc.
ATTN: Group Services
P. O. Box 981809
El Paso, TX 79998-1809

All new group submission paperwork should be sent electronically to:
sales@LHP-CA.com

Have Questions? Please call or e-mail sales:
1 (800) 298-4875, Option 5 • sales@LHP-CA.com



Underwriting & Group Submission Requirements for Group Voluntary Plans

Underwriting Requirements:

- Enrolled members must live or work in the Landmark service area; the state of California.
- Enrolled members must have a major medical plan in-place to be eligible.
- Employee and his/her dependents must enroll in the same plan if more than one plan is offered
- More than one plan may be offered to a group, but a minimum of two employees must enroll per plan.

Group Submission Requirements:

- A completed and signed LHP Group Application Voluntary Plans – an incomplete application will delay implementation. Scan and send as a separate document.
- A completed and signed LHP Enrollment Form Voluntary Plans for each participating employee. Scan and send in one batch.
- A copy of the groups detailed major medical billing statement or medical ID card (if waiving group medical) of enrolling members.
- Copy of the binder check, original should be made out to “Landmark Healthplan of California, Inc.” and sent to:

Landmark Healthplan of California, Inc.
ATTN: Group Services
P. O. Box 981809
El Paso, TX 79998-1809

Underwriting & Group Submission Requirements for ASO Plans

Underwriting Requirements:

- A minimum of 25 enrolled employees is required, unless paired with a fully insured plan in California. In this case, the minimum ASO enrollment is waived.
- No other standalone chiropractic or acupuncture coverage will be offered alongside Landmark.

Group Submission Requirements:

- A completed and signed LHP ASO Group Application.
- A completed Census Enrollment template for the entire group.
- Copy of the binder check, original should be made out to “Landmark Healthplan of California, Inc.” and sent to:

Landmark Healthplan of California, Inc.
ATTN: Group Services
P. O. Box 981809
El Paso, TX 79998-1809

All new group submission paperwork should be sent electronically to:
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