



Helping Oklahoma Businesses Stay Strong

Reminders

Backdates ended June 30

Insure Oklahoma will no longer backdate applications.

Change to employer renewals

The Employer Application will no longer be renewed annually. Insure Oklahoma will continue to review the employer account frequently in order to ensure the employer continues to meet the eligibility requirements.

Dates to Remember

Sep.5, 2016-Helpline closed.

In this email...

- [Privacy check-up](#)

Privacy check-up

Insure Oklahoma members entrust us with their valuable personal information, and we're committed to protecting their privacy. The Insure Oklahoma team has several processes in place to safeguard this information, but we need your help in ensuring our members are protected. Here's how you can help:

Ensure you're listed as the employer's Agent of Record.

Why it's important: As an employer's official Agent of Record, you'll be able to assist your client in managing day-to-day account maintenance, such as uploading invoices through the Employer Portal, adding or removing employees and speaking to Insure Oklahoma staff regarding the employer's account. Agent of Record status is required for Insure Oklahoma to discuss an employer's account with you.

How: Ask your client to log in to the Employer Portal and add you as the Agent of Record.

When uploading invoices on behalf of an employer, double-check that it's for that particular employer.

Why it's important: Health plan invoices often contain detailed, personal information about employees and rates. By uploading invoices to the correct employer accounts, you'll prevent privacy breaches within your own office.

How: Adopt a specific file-naming convention for electronic invoices to prevent mix-ups, and always double-check to make sure the file is named correctly and that the invoice you're uploading matches the employer account.