



BROKER BRIEF



2017 submission guidelines for SEH new and retention business

AmeriHealth New Jersey would like to thank you for making our products among the top sellers in our marketplace. With sales and quoting activity in full swing, we wanted to remind you of the 2017 submission deadlines.

Effective date	SEH New-business submission deadline	SEH retention-business submission deadline
2/1/2017	1/31/2017	1/16/2017
2/15/2017	2/14/2017	
3/1/2017	2/28/2017	2/15/2017
3/15/2017	3/14/2017	
4/1/2017	3/31/2017	3/15/2017
4/15/2017	4/14/2017	
5/1/2017	4/28/2017	4/14/2017
5/15/2017	5/12/2017	
6/1/2017	5/31/2017	5/15/2017
6/15/2017	6/14/2017	
7/1/2017	6/30/2017	6/15/2017
7/15/2017	7/14/2017	
8/1/2017	7/28/2017	7/14/2017
8/15/2017	8/14/2017	
9/1/2017	8/31/2017	8/15/2017
9/15/2017	9/14/2017	
10/1/2017	9/29/2017	9/15/2017
10/15/2017	10/13/2017	
11/1/2017	10/31/2017	10/16/2017
11/15/2017	11/14/2017	
12/1/2017	11/30/2017	11/15/2017
12/15/2017	12/14/2017	

Plan changes on ROAM

As a reminder, plan changes for small group retention-business can only be submitted in ROAM up until 11:59 a.m. the day before the effective date. ROAM will shut down after that time, and plan changes can no longer be submitted.

*Plan change submissions must be received by noon on the day preceding the effective date. Manual plan changes must be submitted by the SEH Retention-business submission deadline.