

TRACKER · FILLABLE · THE "AFTER" PHASE

Re-Enrollment Close-Out & Follow-Up Tracker

The window is closed. Now make sure nothing slipped.

For administrators

Closing the window is not finishing. Work through this after re-enrollment closes to confirm every election landed and every follow-up is handled.

Plan: _____ Policy year: _____ Prepared by: _____ Date: _____

CONFIRM ELECTIONS REACHED EVERY CARRIER

- ☐ All elections transmitted to each carrier
- ☐ Carrier confirmations received and checked against your records
- ☐ Coverage effective dates are correct for every benefit
- ☐ New enrollees and coverage increases are all reflected

CHECK PAYROLL

- ☐ New deductions calculated from the new elections
- ☐ Deductions match the elected coverage for each employee
- ☐ Deductions in place before the first pay of the new coverage year
- ☐ Any mid-year proration or catch-up handled

Non-evidence maximum / evidence-of-insurability follow-ups

This is the most-missed follow-up. Track every above-NEM election through to completion.

Employee	Benefit	Amount above NEM	EOI sent	EOI complete	Approved / declined	Coverage adjusted
			☐	☐		☐
			☐	☐		☐
			☐	☐		☐

Reminder: coverage above the non-evidence maximum does not take effect until evidence of insurability is approved. Track it to completion so employees are not counting on coverage that is not yet in force.

OUTSTANDING ITEMS

- ☐ Overage dependent confirmations collected where needed
- ☐ Employees who missed the window contacted (see the Missed the Window Guide)
- ☐ Any errors found during close-out logged and corrected
- ☐ Final reconciled enrollment saved for your records

CAPTURE WHAT YOU LEARNED

- ☐ Note what went well and what to change next year
- ☐ Collect brief employee feedback while it is fresh

☐ Re-enrollment closed out and follow-ups tracked

By: _____ Date: _____