



Eligibility

What forms are needed?

At implementation, your Implementation Coordinator provides the Employee Benefit Enrollment Form TPA403, Employee Change Request Form TPA007, and Employer Change Notice Form TPA003 to the group. These forms are also available from your assigned Eligibility Specialty CSR II.

Adding an employee or dependent to the plan:

What forms do I use for adding a new hire?

- Complete Form TPA 403—Enrollment Form
- You should check your plan document for eligibility requirements.

How do I send the form in?

There are three ways to forward the completed forms to us.

1. Email to your assigned Eligibility Specialty CSR II found on your Contact List
2. Fax: 309-478-2912
3. Mail: Group Plan Solutions, 2505 Court Street, Pekin, IL 61558

Once enrolled, what will the employee receive?

- GPS will process the enrollment forms and issue an ID card and Welcome packet.
- Members receive one ID card for single coverage and two ID cards for family.
- The ID cards are issued in the name of the employee and the employee's member ID number.
- The Welcome packet contains important information concerning the health plan, how to file a claim, the PPO network, and other requirements and information the group has requested.
- ID Cards and Welcome packets are sent to the employee's home address unless otherwise set up for employer delivery.

Terminating an employee or dependent from the plan:

How do I submit a termination?

- Complete Form TPA 003—Employers Change Notice
- Please check your document for termination requirements.

How do I send the form in?

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How will the COBRA notification be triggered?

If GPS provides COBRA administration for your Group, your assigned Eligibility Specialty CSR II notifies the COBRA team that an event has occurred.

Who do I notify for an address change?

To change an address, notify one of our Customer Service Representatives at (888) 301-0747, Extension 2546.