

MMO COSE MEWA: PRESCREEN GUIDE

This guide will walk you through the process of submitting an MMO COSE MEWA prescreen request via Formfire.

STEP 1:

MAKE SURE EVERYTHING IS FILLED OUT CORRECTLY

- Before submitting prescreen, make sure the client information is filled out correctly.
 - Go to the **Orange Box** and select **Client Details**. Review the information.
 - Since we are quoting MMO COSE MEWA, Please be sure that under the MEWA drop down, select **COSE**.
 - Under the **General Agency** drop down, please select **Cornerstone**.
- Make sure all of the employees applications have been completed, including waiving employees.
 - Go to the **Orange Box** and select **Employee List**. Look to make sure all employees are listed that work 30 or more hours and that they have completed the application.

? I am an employee of ABC co. and enrolling under my husbands' plan who also works for ABC co. Do I need to complete an application? Yes. If you are a full time employee working 30 hours or more, than you will need to complete an application and waive coverage. You will still need to be listed on your husband's plan as well.

STEP 2:

SUBMIT THE PRESCREEN

- On the client screen, click on the **Orange Box** and select **Send Forms**.
- On the Send forms screen make sure the following information is selected.
 - Submission Type drop down says Prescreen (default).
 - Carrier drop down says **Medical Mutual COSE Mewa**.
 - Form drop down says **COSE HWT EE APP**.
- Use the **Notes for Carrier** text box if you are resubmitting the group and list any changes that have occurred.
 - Examples:
 - i. Census changes
 - ii. Effective Date Changes
 - iii. Corrections on names, dates of birth, etc.
 - iv. Client detail changes
 - v. Other

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- Under **Carrier Requirements** the following fields must be completed:
 - In the **Current Carrier** text box fill in the current carrier. If this is a virgin group type in none.
 - In the **#Eligible EEs** text box type in the number of eligible employees.
- If you do not use Cornerstone for your FormFire services, then you will need to complete the **Carbon Copy Section** so we know when prescreens have been submitted.
 - For the **First Name** enter Cornerstone
 - For the **Last Name** enter Cornerstone
 - For the **Email** enter proposal@crnstone.com
 - For **Password** and **Re-enter Password** enter a password. Please communicate the password in the Notes for Carrier section.
- Once everything is complete, select the orange **Send Forms** Button at the bottom of the screen.
 - Wait for the pop up box to show and click on the blue **Send Forms** button.
- You will receive a confirmation email if the group has been sent properly.

STEP 3:

Underwritten Rates

- Once the group has been submitted via FormFire, your client will receive an email from MMO stating that employees have agreed to the terms and conditions given by MMO. MMO is asking that this be sent to the employees by the client.
- MMO may request any missing information which will come from proposal@crnstone.com
- If no missing has been requested or if it has already been collected, MMO will then send out the rates which will come to you from your Cornerstone Proposal team at proposal@crnstone.com. Turnaround times for the quotes will vary depending on the season.

For any questions on sending a prescreen request for MMO COSE MEWA, please contact your Cornerstone Broker Advisor.

