

# Completing a Group Activity Report (GAR) Form



The Group Activity Report (GAR) form is used to enroll new subscribers, cancel coverage for subscribers, process changes in family status, (such as the birth of a child or marriage), or to change plan coverage. This form should also be used to transfer subscribers from one group within an account to another group within the same account. Upon completion of the form, please make and retain a copy for your records.

If you have questions, please contact your broker or BCBSRI account representative.

## Employer Group Information (top section):

**Group Name:** The legal name of the Employer Group.

**Group Number:** The group is where information regarding an employer group is stored. There may be multiple affiliates/ groups under one Main/Parent Group. Enter the group number that the request applies to (e.g. 123456 or 00123456). This number can be found on the premium bill. Group IDs are 8 alpha-numeric characters.

**Subgroup Number:** A subgroup is a logical subset of an employer group, such as active employees or retired employees. Each group will have at least one subgroup. Enter the subgroup number for the Group that the add/change/term applies to (e.g. 1, 2, 3, 7 or 0001, 0002, 0003, etc.). This number may be found on the premium bill. Subgroup IDs are 4 alpha-numeric characters. If this information is unavailable, you may leave this section blank.

**Date:** Enter the date the form is being submitted.

**Prepared By:** Enter the name of the person who is completing the form. Forms should be completed by an authorized HR Administrator or Designee.

**Title:** Enter the title of the person preparing the form (e.g. HR Admin, Broker, etc.)

**Phone Number:** Enter the phone number of the person who can be contacted in the event there are questions on processing the request.

**Email Address:** Enter the email address of the person preparing the form who can be contacted in the event there are questions on processing the request.

## Subscriber/Member Information Section: (middle section):

**BCBSRI Membership Number:** Enter the member identification number of the person who the change is being performed for. This can be found on the premium bill or on the member id card. If adding a new member to a group, please be sure to attach an application and all required supporting documentation (i.e. divorce decree, birth certificate, etc.)

**Name of Employee (first name, last name, middle initial):** Enter the legal name of the employee who the change, is being requested for. The name can be found on the premium bill or on the member id card. If adding a new member to a group, please be sure to attach an application and all required supporting documentation (i.e. divorce decree, birth certificate, etc.)

**Effective Date:** Enter the date coverage becomes effective. For example, if an employee starts work on January 1 but has a one month probationary period, the effective date would be February 1.

**Termination Date:** Enter the last day of the month in which termination occurs. For example, if employee terminates employment on January 1, the effective termination of coverage is January 31.

*(continued)*

# Completing a Group Activity Report (GAR) Form

**Process Code:** Using the legend on the form, enter the code which reflects the requested change. Enter 1 for benefit changes, 2 for termination of coverage, 3 for Plan Tier Changes (e.g. Individual to Two Person Coverage); 4 for new coverage adds, and 5 for COBRA reinstatements.

**Package/Class/Plan:** Enter the classification of benefits a subscriber is being enrolled in. Plan is the specific name of the benefits product (e.g. HMC2C 500). Package/Class/Plan names can be found on the employer group bill. If this information is unavailable, you may leave this section blank.

**Explanation of Request:** Use the legend on the form, and enter a written explanation of the change request that is being submitted

## Notes:

**Group-to-Group Transfers:** For Group-to-Group Transfer requests, be sure to enter the group number that the member is moving from and the group number that the member is moving to in the Explanation of Request field. Also note that two GARs need to be completed for Group-to-Group Transfers: one for ending member coverage in the current group, and the other for adding coverage to a new group.

**Adding Newborns:** Newborn children are automatically covered for 31 days after birth. If the Group Agreement allows, continuing coverage beyond 31 days requires a GAR and enrollment application to be submitted to BCBSRI.