

## **Delta Dental – New Group Enrollment Checklist**

To start the implementation of the new dental plan from our end, the following information should be returned to Delta Dental:

- Completed and signed **Client Information Form**.
- Completed and signed **enrollment forms** for all employees who choose to enroll in the dental plan. If separate billing subclients are desired, please be sure to include the subclient numbers on the enrollment forms.
- Proof of prior coverage (Benefit Summary or recent Invoice)
- A copy of the proposal that has been accepted

Please send completed documents to:  
smallmarketeast@deltadentalmi.com  
Delta Dental Plan of Michigan  
Attn: Small Market  
27755 Stansbury Blvd.,  
Suite 150  
Farmington Hills, MI 48334

Once these materials are reviewed and approved by our Group Administration and Underwriting Departments, we will send out the new contracts and new group subscriber materials.

New group materials are emailed to the group contact; they are not mailed to the subscriber's homes. Subscriber materials include a Certificate, Benefit Summary and HIPAA Notice.