

BCBSM Agent and Enhanced Care Fee Payment Process

To be enrolled in the Agent Fee payment process will require the following:

1. The Agent Fee process will begin with the group's renewal or upon introduction of new business or at any time an existing group wishes to initiate the process after their renewal date.
2. The Group and Agent must submit a signed Agent Fee Agreement to the BCBSM Agent Administration office at least 30 days prior to the effective date of the Agent Fee payment. This is to ensure the billing process is set up accordingly. The agreement can be submitted to: AgentFeeAgreement@bcbsm.com.
3. The Agent Fee Agreement must be signed by a duly authorized individual at the Group and the agent of record.
4. BCBSM will process all Agent Fee payments on a pass-through basis. The payment for the Agent Fee will be the initial allocation of funds from any payment received. All remaining monies will be applied to the BCBSM billing. Normal Delinquency processes will remain in force.
5. Agent Fee payments are contingent on the Groups monthly premium payments to BCBS/BCN.
6. If the Group is on a Quarterly Settlement funding arrangement, the Quarterly Settlement payment schedules **will not** reflect the Agent Fee. Nor will the Agent Fee be a part of the reconciliation process.
7. The Group will pay the Agent Fee in addition to any amount set forth on the Quarterly Settlement payment schedule. The combined total will be viewable in eBookshelf or eBilling depending on what system the group is enrolled in.
8. For Quarterly Settled arrangements, BCBSM will only pay a fixed monthly amount designated by the Group in the Group's Agent Fee Agreement.
9. For non-Quarterly Settled arrangements (weekly call-in, monthly cap and advance deposit programs), BCBSM will offer the additional option of handling a Per Contract Per Month arrangement that will be based on the fixed fee amount noted in the Agent Fee Agreement and the billed contract counts.
10. Group may change the Agent of Record and/or Agent Fee by giving BCBSM a new, fully executed Agent Fee Agreement in which the new Agent of Record and/or Agent Fee will be payable effective the first day the following month. Agent fee agreements for a new agent of record can be submitted to: AgentFeeAgreement@bcbsm.com.