Mason Contractors Association of America (MCAA)

2-4 Quoting & Installation Checklist

Firms with 2-4 eligible employees (& Virgin Groups)

Requirements to qualify for the Mason Contractors Association of America (MCAA):

- Firms must have at least 2 full time employees (at least one non spousal common law employee who enrolls for coverage)
- Participation: 50% Participation of Eligible Employees (less valid waivers)
- Contribution: UHC requires that the Employer contribute at least 50% of the employee only premium
- Rates are contingent that the firm is an active dues paying member of the Mason Contractors Association of America (Contractor Member)

Submit the following documents to Virtual Operations at: MCAA_AHP@uhc.com

- Email Subject Line: MCAA – Group Name – Effective Date
- CC: Your UHC New Business Sales Representative
- CC: Regional Account Executive:
  - Austin Carlan: Austin_Carlan@uhc.com
  - Matt Leimbek: Matthew_Leimbek@uhc.com
  - Markets: IA, IL, IN, KS, KY, MI, MN, MO, ND, NE, OH, OK, SD, TX & WI
  - Brian Haugen: Brian.Haugen@uhc.com
  - Markets: AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA & WY

2-4 Requirements for Preliminary Rates

Complete the MCAA Quote Request Form (attached)

- TAB: Coversheet
- TAB: Census
  - Member level census required

2-4 Requirements for Underwritten Rates

(Available after preliminary rates have been released)

- Group Tax Identification Number
- AHP Individual Applications
- Renewal Packet with Medical/Rx rates & plan designs

2-4 Sold Case Installation Checklist

Submit all MCAA cases to: MCAA_AHP@uhc.com (Franchise Code: 7660000)

- Subject Line: MCAA – Group Name – Effective Date (CC: Regional Account Executive – Per above)
- AHP Individual Applications or UHC Prime Enrollment Spreadsheet
- AHP Employer Application
- Copy of Binder Check (payable to UnitedHealthcare) or Direct Debit form
  - Please send only the original binder check to the below address for processing. Include the Tax ID number in the memo section of the check.
  - UHS Premium Billing
    - If using overnight services: UHS Premium Billing
    - PO BOX 94017
    - Palatine, IL 60094-4017
    - Attn: Box 94017
    - 5505 N. Cumberland Ave Ste: 307
    - Chicago, IL 60656-1471
  - Wage & Tax
  - Sold Exhibit/Quote
  - MCAA Participation Agreement