Mason Contractors Association of America (MCAA)
5+ Quoting & Installation Checklist

Firms with 5+ eligible employees (excludes virgin groups)

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
  - Matthew 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

5+ eligible employees Requirements for Preliminary Rates

- Complete the MCAA Quote Request Form (attached)
  - TAB: Coversheet
  - TAB: Census
- Member level census

5+ eligible employees Requirements for Underwritten Rates (GRX)
(Available after preliminary rates have been released)

- Group Tax Identification Number
- Current Carrier
- Renewal packet with medical/Rx rates & plan designs

5+ eligible employees 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)
- UHC Prime Enrollment Spreadsheet (attached) – *No individual applications required*
- 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 (5-9 eligible employees) or Participation Certificate (10+ eligible employees)
- Sold Exhibit/Quote
- AHP Participation Agreement

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 in 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)