

<John Q. Employer>
<Business Name>
<1234 Street Address>
<Extra Address Line>
<City, ST 12345-6789>
|||||||

Please respond by
September 30, 2011

Dear <John Q. Employer>,

As we put the health care reform law into action, we do our best to keep you posted on our progress. And, from time to time, we need your help. This is one of those times.

We simply need to know how to categorize your group based on the number of employees you had, on average, in 2010. To help you answer this question, we've provided a worksheet on the back of this page. **Please do not return the worksheet to us.** Here's why we need you to answer the survey question:

- ▶ The health care reform law's medical loss ratio (MLR) rules say we need to categorize groups as small or large based on number of employees.
- ▶ We have data about how many are enrolled in your health plan, but we don't know how many employees you have.
- ▶ Issuers have to meet different MLR thresholds for small and large groups. So if the MLR requirement results in rebates, the way you're categorized could have an impact on your rebate amount.
- ▶ We'll use your survey response only to categorize your group for 2011 calendar year MLR reporting.

Please respond by September 30, 2011 in the way that's most convenient for you:

- ▶ **Online:** Go to hcrsurvey.anthem.com/PURLXXXXXXXXXXXXXXXXXXXXXXX.
- ▶ **By mail:** Check one of the boxes on the survey below and return it in the enclosed envelope.
- ▶ **Be sure to include your email address so we can provide you with timely information about this and other requirements of health care reform.**

If you do not reply to this survey, we will categorize your group as small or large for 2011 MLR reporting based on the number of enrollees in our health plan and applicable state-specific laws and regulations.

We're committed to making health care reform work for you and your employees. Over the next few months, you will receive more information from us about the MLR requirement. If you have questions about this survey, call us at 866-214-6623, or refer to the FAQs at hcrsurvey.anthem.com/PURLXXXXXXXXXXXXXXXXXXXXXXX. For all other questions, contact your broker or account manager.

Thank you,
<Anthem Blue Cross and Blue Shield> Compliance Department

Definitions

- **Medical loss ratio (MLR)**—The portion of premium (less federal and state taxes and licensing or regulatory fees) spent on medical care and quality programs for the members covered under your plan.
- **Full-time equivalency**—A way of counting part-time and seasonal workers by adding their total hours and dividing by a number. For example, two employees who work 20 hours a week would count as 1.33 full-time equivalents based on a 30-hour work week.

2011 Health Care Reform Compliance Survey

To ensure our records are accurate and to help comply with requirements of the Affordable Care Act (ACA), please complete and return this form by September 30, 2011.

<John Q. Employer>
<Business Name>
<1234 Street Address>
<Extra Address Line>
<City, ST 12345-6789>

In 2010, my company had on average:

- Between 1 and 50 employees
- Between 51 and 100 employees
- 101 or more employees

I am a duly authorized representative of <Business Name> and certify that the above information is true, correct and complete to the best of my knowledge.

NAME _____ COMPANY NAME _____

EMAIL* _____ TITLE _____ DATE _____

* Please provide us with your email address for future business communications.

Health Care Reform Compliance Survey Worksheet

This worksheet is for your use only. Do not return this worksheet to us.

1. Enter the number of full-time employees at the end of the month in **Column 1**.
2. Enter the full-time equivalency for part-time and seasonal employees at the end of the month in **Column 2**. To figure out full-time equivalency, add the total number of hours these employees worked during the month and divide by 120.
3. Add Column 1 to Column 2 for each month and enter the total in **Column 3**.
4. Add all the numbers in Column 3 and then enter the total in **Box 1**.
5. Divide the number in Box 1 by 12 and then enter the result in **Box 2**.

	Column 1 Full-time employees		Column 2 Full-time equivalency for part-time and seasonal employees		Column 3 Total employees at the end of each month
January		+		=	
February		+		=	
March		+		=	
April		+		=	
May		+		=	
June		+		=	
July		+		=	
August		+		=	
September		+		=	
October		+		=	
November		+		=	
December		+		=	
					Box 1
					÷12
			This is your average number of employees	➡	Box 2

If you are treated as a single employer under Section 414 of the Internal Revenue Code, you must report to us the total number for the single employer group.

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