

LFP toolkit



This toolkit is designed to guide your business through the plan year. The interactive buttons provide quick access to helpful information. Start by selecting the month your plan is effective. Next, use the timeline and links to resources throughout the year.

Clickable icon index:  Learn more  View a sample  Check out the video

Select your plan's effective month:

Before your effective date:

Watch for it:

- Welcome letter 
- Monthly invoice 

Employer action:

- Notify previous employees on COBRA or a State Continuation plan
- [Humana.com](#) (register)
- [Review the Go365 starter kit](#)
- [NY Public Goods Pool](#) (Learn more / status change form)
- [Review the medical reference guide](#)

Employer action:

- [Go365 Engagement Source](#) (register)

Member actions:

- [MyHumana](#) (register)
- [Doctor on Demand](#) (register)
- [Use Physician Finder to locate in-network providers](#)


Employer action:

- Get a copy of your Schedule of Benefits and Coverage (SBC) or other contract items


Member actions:

- Stay in network to avoid extra costs

Watch for it:

- Your 1st monthly report 

Employer action:

- [Save with Go365](#) 
- [Take the Healthy Company Questionnaire](#)
- Additional reporting resources

Employer action:

- [Engage your employees in well-being activities](#)


Employer action:

- [Create a company challenge for your employees](#)

Employer action:

- [Doctor On Demand toolkit](#)

Member actions:

- [How to use Doctor On Demand](#) 

Employer action:

- See how Go365 savings works

Member action:

- [Ask Humana](#)

Employer action:

- [Create an employer-sponsored event](#)

Watch for it:

- Details about your next plan year

Employer action:

- Start a renewal campaign using our [Go365 Renewal Kit on Go365 Engagement Source](#)

Employer action

- Open enrollment

Employer action

- Year-end review



Reporting and IRS fees:

- [1094-B / 1095-B](#) (employers with fewer than 50 employees)
- [1094-C / 1095-C](#) (employers with more than 50 employees)
- PCORI fees are due July 31 [Learn more/pay / FAQ](#)

Learn more about...

- The claims fund
- [Doctor on Demand](#)
- Stop Loss
- [COBRA FAQ](#)
- [Qualifying life events](#)

Tools & Resources:

- [Ask Humana](#)
- [Go365 Engagement Source Flyer](#)
- [LFP capabilities brochure](#)
- [Go365.com](#)
- [Physician Finder](#)

Checklist:

- [Humana.com](#) registration
- [Go365 Engagement Source registration](#)
- [PCORI requirements](#)
- [1094/1095 requirements](#)
- [Healthy Company Questionnaire](#)
- [End of year review](#)

- [Settlement calculation \(Occurs 3 months after plan year\)](#)

- [Return to start](#)

Notes:

Contacts:

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Our health benefit plans have exclusions and limitations and terms under which the coverage may be continued in force or discontinued. For costs and complete details of the coverage, call or write your Humana insurance agent or broker.

