



SAMPLE

Customer Name / Submitter Name
Electronic Enrollment Implementation Plan / Timeline

TASK	DURATION / TARGET DATE	TASK OWNER(S)
<p>Initial Conference Call</p> <ul style="list-style-type: none"> Finalize Electronic Format, Connectivity and Review Questions Discuss Testing Timeline and Implementation Date Discuss Contingency Plan Option Review Electronic Expectations <p><i>Weekly conference calls will be scheduled to discuss format, edits, and testing results.</i></p>	<ul style="list-style-type: none"> 99/99/99 	<p>Submitter (If Applicable) Customer IBC</p>
<p>Preparation for Testing</p> <ul style="list-style-type: none"> Set Up and Testing Send Timeline Send meeting notes Send EAF (if submitter is other than customer) <p><i>Approximately 3 weeks needed to establish connectivity. While establishing connectivity, test files will be exchanged via email with a zipped password protected file.</i></p>	<ul style="list-style-type: none"> 99/99/99 – 99/99/99 	<p>Submitter (If Applicable) Customer IBC</p>
<p>Testing Cycles</p> <ul style="list-style-type: none"> Phase 1 – File format/compliance Phase 2 – Adds/terms scenarios Phase 3 – Change scenarios (ex: group to group movement, employee only to family coverage) May be combined with adds/terms. Final Phase – Data synchronization and Production signoff <p><i>Duration/target date is determined by format (ANSI, METS, HR-XML) and projected assuming test files are received on time, correct, and successful.</i></p>	<ul style="list-style-type: none"> 99/99/99 – 99/99/99 99/99/99 – 99/99/99 99/99/99 – 99/99/99 99/99/99 – 99/99/99 	<p>Submitter (If Applicable) Customer IBC</p>



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Data Synchronization / Go Live <ul style="list-style-type: none"> • The 1st production file will be a full/positive file and will be used for audit purposes. • The Submitter will review online file results, correct discrepancies and release all production files or individual transactions for further processing. • Sign off with Enrollment Production Team 	<ul style="list-style-type: none"> • 99/99/99 	Submitter IBC
Implementation / Go Live Pilot <i>The first three production files will be jointly reviewed by EDI team and submitter.</i>	<ul style="list-style-type: none"> • 99/99/99 	Customer, Submitter, IBC