

Takeover Implementation Timeline

A 60-day timeline made effortless. From day one to launch, our dedicated team guides you through every step so you never miss a beat.

Broker, employer & account manager



Sales, AM & broker handoff call (~60 days to effective date)

- ☐ Confirm status of contribution strategy
- ☐ Gravie will review client expectations, enrollment culture, broker players, and any special considerations
- ☐ Discuss client's timeline for kick off and open enrollment
- ☐ Employer provides up-to-date enrollment roster with existing plan information
- ☐ Gravie provides AOR form to employer



Implement ICHRA with employer (~45 days to effective date)

- ☐ Welcome call with employer's team
- ☐ Discuss group's timeline for kickoff and open enrollment
- ☐ Review application, enrollment and payment processes for employees
- ☐ Complete preparation of the ICHRA Enrollment Guide for Employees and create a plan for distribution
- ☐ Employer signs and submits Qualifying Event document
- ☐ Employer signs and submits Administrative Services Agreement
- ☐ Gravie invoices the employer for First-Month Funding (pre-funding the employer's Gravie ICHRA account)



Kickoff meeting with employees (~30 days to effective date)

- ☐ Communicate upcoming open enrollment dates
- ☐ Set expectations for completing applications and setting up payments

Employees, Gravie & carrier



Open Enrollment period (~30 days to effective date)

- ☐ Easy Enroll vs. Self-Enroll: Eliminates manual data entry and carrier portal confusion by auto-populating employee details, drastically reducing missed effectuation dates, rejected ID cards, and onboarding delays.
- ☐ Employer reviews enrollment reports sent by Gravie Implementation Manager



Gravie and carrier process payments (~30 days to effective date)

- ☐ Gravie sends funds to the carrier (or in the case of Medicare, the member) from the member's Gravie ICHRA account
- ☐ Implementation Manager facilitates transition to Account Manager and provides a final enrollment report for payroll deductions



Gravie Care advisors help members evaluate plan options, verify network coverage, locate providers, decipher EOBs and bills, and so much more.

Gravie members are just a phone call or secure message away from someone who's willing to go the extra mile to help make the most of their health plan your round.

Healthcare is personal.

Benefits should be personalized.

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