

AdvanceNotice

Summer 2025

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Don't miss enrollment at first opportunity

Because AICK does not offer an annual open enrollment, it is very important employees enroll at first opportunity. If an employee enrolls after their first opportunity, they risk not being able to get coverage and they may be required to pay any fees charged to gather their medical reports or for an exam.



Helpful tip:

For details on enrollment, eligibility,

beneficiaries, claims, FAQs and more, please refer to the AICK Group Administrator Manual.

advanceinsurance.com/manual

Meet the Advance Insurance Company of Kansas Team

At Advance Insurance Company of Kansas (AICK), we pride ourselves on the work our teams do every day to help employers and their employees. From underwriting to enrollment to claims processing, our team is dedicated to providing solutions to care for your employees when they need it most.

While we have some new faces on our team, our dedication to supporting employers across Kansas hasn't changed.



Back row, left to right: Lisa Story, Underwriting Manager; Belinda Varela-Meraz, Administrative Assistant; Daniela Ramirez, Underwriting; Jenifer Rhodes-Torkelson, Claims Specialist

Second row, left to right: Brian Sweeney, Underwriter; Staci Gredel, Claims Specialist; Pam Harman, Policyholder Rep; Angela Ponte, Policyholder Rep; Jennifer Mazzanti, Operations Manager

Front row, left to right: Cherri McConnell, Policyholder Rep; Rebecca Birkenbaugh, Underwriting Assistant; Amy Howe, Underwriting Assistant; Emilie Lundsford, Information Systems Specialist; Katelyn Hinton, Systems Specialist

We're here for you.

Effectively managing your employee benefits plan is key to supporting your workforce and we are here to help. In this issue, we share practical tips to help you simplify processes, stay compliant and better support your team.

Maternity benefit claims

When submitting claims for maternity benefits, the Attending Physician Statement must be completed after the date of delivery. Maternity claims are allowed for a maximum of six weeks of benefits minus the elimination period and are paid in one lump sum.

Return to work after disability

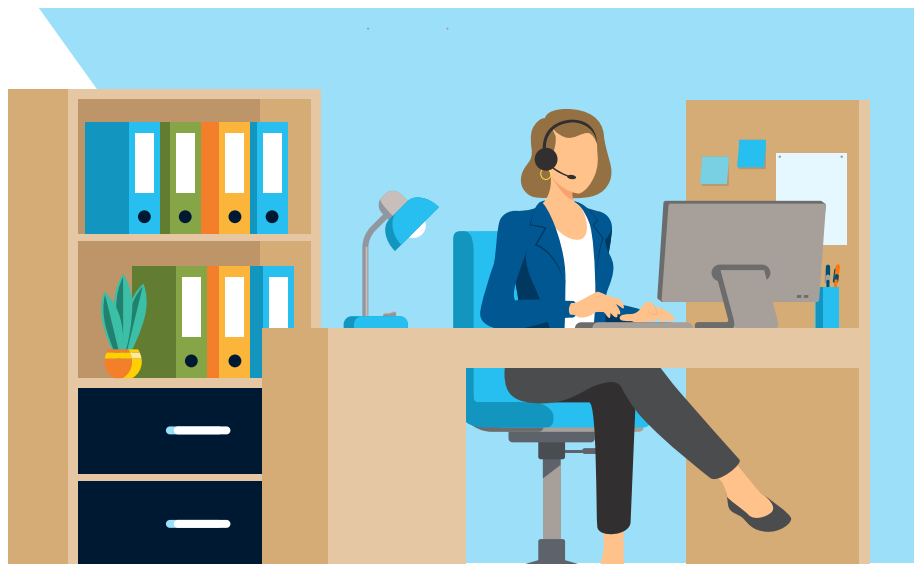
Immediately upon an employee's recovery from disability, notify AICK of the return to work, providing a copy of the written release to return to work from the employee's physician.

Non-Contributory enrollment

If your business has a non-contributory plan where the business covers the entire cost of the plan, we must receive a completed enrollment form or waiver form from each employee. You are able to complete the form on behalf of your employee. An AICK representative will contact the employee for a beneficiary designation.

Payments

When mailing your payment to AICK, please be sure to submit the payment stub from your premium notice with your payment. This helps expedite processing and timely review on our part.



Reminder: Each policy and certificate of coverage contains a Schedule of Insurance outlining the benefit amount, claims provisions, disability elimination periods (as applicable) and other limiting provisions affecting the payment of benefits. Please encourage employees to review their certificates.