## **Decision Doc**powered by Sherpa Score

Implementation Checklist



ltem	Specifics	File format	Lead
Ancillary Benefits	<ol> <li>Ancillary benefits offered</li> <li>Which benefits are 100%         ER funded?</li> <li>Coverage level for 100%         ER-funded benefits</li> </ol>	Complete this form	Unum
Health Plan Documents	<ol> <li>Schedule of Benefits/ Summary Plan Descriptions</li> <li>Summary of Benefits and Coverage</li> <li>Formularies (including HSA/ACA preventive drug lists, if applicable)</li> </ol>	Any format.  Typically, brokers send us exactly what the carrier has shared with them.	Broker/ Consultant
Benefit Guide	Employee Benefit Guide for the plan year	Standard PDF	Broker/ Consultant
Contribution Strategy	<ol> <li>Gross Premiums</li> <li>EE/ER payroll deductions</li> <li>HSA/HRA/FSA Details</li> </ol>	Excel Preferred, standard PDF accepted	Broker/ Consultant
Eligibility File	Template is filled out with necessary fields. Instructions provided in template.	Download template here	Employer

What's next? Our team will email you to schedule a 45-minute kick off call. We'll then create a custom communications package for sharing Decision Doc with employees.



