Humana Dental
For groups with up to 99 employees
Enrollment

ID CARDS
Access your Digital ID Card and keep it with you.

To access a copy of your Humana Dental ID card, sign in to MyHumana. Once signed in, you can access your digital card from the ID card center.

Smartphone users: If you are a smartphone user, you can view your ID card from the MyHumana mobile application. Once on the app, your Humana Dental ID card will appear on your phone under the “tooth” icon.

EMPLOYEE CHANGES, ADDITIONS AND TERMINATIONS
• Employer secured section of Humana.com - Billing & Enrollment
• Fax: 1-866-584-9140
• Phone: 1-800-232-2006
• Humana Dental
  P.O. Box 14209
  Lexington, KY 40512-4209

ENROLLMENT FORMS
• Sign into Humana.com, select "Support & Resources", then choose "Application and Enrollment Forms"
• Phone: 1-800-232-2006

Register on Humana.com

Administering your Humana Dental plan online makes your job easier. To register for online access, go to Humana.com, click “for Employers & Administrators” and “Sign in or Register” and follow the instructions. For online support questions, call 1-800-232-2006.

Administrative and billing

GROUP-LEVEL CHANGES
Update addresses, waiting periods and contact information:
• Humana.com
• E-mail: BEClericals@humana.com
• Fax: 1-877-369-5615
• Phone: 1-800-232-2006
• Humana Dental
  1100 Employers Blvd.
  Green Bay, WI 54344

PREMIUMS
• Phone: 1-800-232-2006
• The premium payment address is on your monthly premium invoice
• You can register to pay your invoice electronically on Humana.com - Employer Self-Service
• If you mail your payment, send any new enrollment or terminations separately using the address noted on your invoice

COVERAGE DETAILS
• We mail a copy of the group coverage details document to you anytime a plan is added or changed
• You and your employees have 24-hour access to the plan document as registered users of Humana.com

Customer Care
• Humana.com
• Phone: 1-800-233-4013
• Customer Care specialists are happy to help you Monday through Friday, 8 a.m. to 6 p.m, Eastern time. If you have a speech or hearing impairment and use a TTY, call 1-800-325-2025.
• The automated information line is available all the time.

FIND A PARTICIPATING DENTIST
• On Humana.com, select “Dentist finder”
• Phone: 1-800-233-4013

CLAIMS
• Sign in to MyHumana on Humana.com
• Phone: 1-800-233-4013
• Humana Dental
  P.O. Box 14611
  Lexington, KY 40512-4611
TIMELY APPLICANT
Employees and dependents must enroll for coverage within 31 days of a qualifying event, or 60 days before or 31 days after their eligibility date. Unless otherwise state-mandated, newborns are considered timely applicants if he/she is added to the plan by his/her second birthday. The effective date of coverage will be the first of the month after receiving notification.

PREMIUMS
You will receive your premium bill about two weeks before the due date. Your payment is due the first of the month.

PLAN CHANGES
We will make group coverage changes on your group’s anniversary date. Let us know what changes you’d like by the 15th of the month before your anniversary date.

EMPLOYEE COVERAGE CHANGES
Premium statements are generated and sent about the 15th of each month. To reflect employee coverage changes on your statement, submit the changes by the 10th of the month. Otherwise, pay the full amount on your bill, and your next statement will show the adjustment.