

Producer of Record Letter for Group Health Business

To become the producer of record for a currently active BCBSIL group, create a letter to be printed on the Group's letterhead to include the information below:

1. *Group Name and Group Policy Number*
2. *Producer's Name, Producer's BCBS ID Number, Agency Name and Agency's BCBS ID Number, if the agent is contracted as a subagent.*
3. Use the attached letter template for the body of the letter. (Template is a fillable PDF.)
4. Letter must be physically signed by authorized officer of the group.
5. Return signed letter to your Customer Service Representative at MIBS via fax or email.

If you include the name of an agency, the agency must be contracted with BCBSIL and have a unique BCBSIL ID number. If you include the name of a non-contracted agency, BCBS will not process this letter.

If the group does not have letterhead, you can create the letterhead using the group's information. **The letter must be submitted on some kind of letterhead.**

PRODUCER OF RECORD LETTER

Regarding: _____
(Company Name) (Group Policy #)

To Whom It May Concern:

We recognize _____ of _____ (if any)
(Producer's Name) (Producer ID #) (Agency Name)

as our exclusive producer of record. As such, he/she should have access to our records, have the ability to negotiate on our behalf and should receive commissions paid by Blue Cross and Blue Shield of Illinois for his/her services. I understand this letter precludes other producers from obtaining information or quotation from Blue Cross and Blue Shield of Illinois for my company until such time as this letter is revoked.

Sincerely,

(Signature of Authorized Representative)