# Your group leaver checklist

Six things to arrange when your company health insurance ends. Save this copy, fill it in on screen or print it for your conversations with HR and your insurer.

**Company cover ends**

**Continuation deadline**

- [ ] **Confirm your end date**
  Get your last day of company cover in writing from HR or the scheme administrator.
- [ ] **Get the continuation terms**
  Ask your insurer what you need to do, which deadlines apply and when your personal policy would start.
- [ ] **Discuss ongoing treatment**
  Tell your insurer about treatment you're having, approved appointments, planned tests and outstanding bills. Ask what will be covered after you leave and whether you'll need new approval.
- [ ] **Include your family**
  Check when each insured family member's cover ends and whether they can continue on a personal policy.
- [ ] **Compare offers**
  Get a continuation quote and a comparison quote from other providers through myTribe.
- [ ] **Confirm the new policy**
  Get the start date, cost, benefits, exclusions and any arrangements for ongoing treatment in writing before you accept.

**Notes and questions for HR, your insurer or broker**

Keep your policy documents, quotes and written confirmations together so they're easy to refer to. Confirm any policy-specific deadline with your insurer.

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