

OWC

INTERNATIONAL SCHOOL HEALTH INSURANCE RENEWAL CALENDAR



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JULY

Summer Break - time to relax because you have everything in place for the coming school year

AUGUST

School year and insurance policy begins
Insurance orientations for new staff

OCTOBER

Ensure you are receiving your **claims data** and reporting on a monthly basis

DECEMBER

Determine strategy, objectives and timeline for upcoming renewal
Finalise short list of insurers
RFP generation

FEBRUARY

Evaluate insurer proposals, refine objectives

APRIL

Plan changeover (if needed)
Start enrollment process

JUNE

Distribute insurance cards
Head off for your summer break

SEPTEMBER

Insurance orientations for new staff

NOVEMBER

Begin review with your broker
Evaluate current and historical claims data - AKA "KNOWvember"

JANUARY

RFP deadline for insurer proposals - review pricing and service

MARCH

Select insurer
Finalize and negotiate pricing and terms

MAY

Hold orientations (especially if making plan design changes or changing insurer)