



Health Net®

## 2016 Average Number of Employees for Medical Loss Ratio (MLR) Submission Form

For quicker access and convenience, submit your 2016 employee count online! Visit [www.healthnet.com/groupsizesurvey](http://www.healthnet.com/groupsizesurvey) by **March 1, 2017**.

### To complete this form:

1. Calculate your 2016 average employee count (see guidelines below).
2. Complete the employer information in the fields provided.
3. Fax the completed form to **(877) 783-0285 by March 1, 2017**.

### Calculation guidelines

- Be sure to include **all employees who received a W-2 in 2016**, regardless of whether they were enrolled in health benefits.
- Include all full-time, part-time and seasonal employees.
- Do **not** include retirees or 1099 contractors.
- Determine the average number of employees for 2016 by adding your monthly totals of employees together and then dividing the total by 12 (months).
  - If you established your business in 2016, then divide by the number of months you had employees.
- Round up or down to the nearest whole number.

<b>Average monthly number of employees in 2016:</b>
<b>Policyholder ID:</b> «PH_ID»
<b>Policyholder name:</b> «PH_Name»
<b>Group contact phone number:</b>
<b>Date:</b>
<b>Group contact printed (name and title):</b>

Log onto [www.healthnet.com/groupsizesurvey](http://www.healthnet.com/groupsizesurvey)

Or fax this form back to Health Net at **(877) 783-0285 by March 1, 2017**.