Assessment Collection Process

Proposed

STEP 1	Target Date: **11/31/2026** Second invoice sent by email and certified mail on 11/13/2026. Single or 1st half payment due date is 11/31/2026. 2nd half payment due date is 11/31/2026.
STEP 2	Target Date: **11/31/2026** If no communication asking for alternative payment terms or no payment is received by 11/31/2026. Then send follow-up invoice.
STEP 3	Target Date: **12/15/2026** If no communication asking for alternative payment terms or no payment is received by 12/15/2026. Then Health Plan's attorney is instructed to send 1st demand letter.
STEP 4	Target Date: **12/31/2026** If no payment is received following 1st demand letter by 12/31/2026. Then Health Plan's attorney is instructed to send 2nd demand letter. Also instruct attorney to inform and seek collection support from the Oklahoma Attorney General's office.
STEP 5	Target Date: **1/15/2027** If no payment is received following 2nd demand letter by 1/15/2027. Then instruct attorney to commence legal action. If still a participating group, send the group a notice of termination of coverage as of 3/31/2027.