

How to Read a Renewal Letter

A renewal letter packs the most important numbers into a few pages. Here is where to look and what to ask.

Look for	What it tells you
Effective date	When the new rates and plan terms begin
Rate change	Whether the change is per plan or blended across plans
Rating basis	Whether it reflects your own claims, your group's ages, or the carrier's book of business
Plan changes	Differences in deductibles, copays, networks, or covered services
Deadlines	When you must accept, respond, or request changes

QUESTIONS TO ASK YOUR CARRIER OR BROKER

- What drove this increase, and how much is tied to our own claims?
- Are there plan or contribution options that change the cost?
- What assumptions were made about our group, and can they be reviewed?
- When must we decide, and what is our flexibility before then?

BEFORE YOU DECIDE

- Compare the renewal with other quotes and plan designs
- Consider how any change affects employees' share of the cost
- Ask for the renewal early enough to explore alternatives

Takeaway: A renewal is a starting point for a conversation, not a final answer. Understanding what is behind the increase shows you which options may be worth pursuing.