

BROKER/AGENT \$100.00 PAYMENT

PROCEDURES

Broker/Agent Requirements for New Mexico Medical Insurance Pool (the Pool):

1. Complete the Broker/Agent Agreement. Attach copy of errors and omissions (E&O) insurance certificate of coverage to the Agreement. A copy of the current E&O certificate of coverage will be required each year.
2. Submit completed Agreement (with E&O certificate of coverage) to Heather Richards, Pool Administrator, P.O. Box 27049, Albuquerque, NM 87125-7049.

Application Process for \$100.00 Payment:

1. Submit the completed Pool application to the New Mexico Medical Insurance Pool, P.O. Box 27049, Albuquerque, NM 87125-7049. **BE SURE THE AGENT SECTION ON THE APPLICATION IS COMPLETED. PAYMENT WILL NOT BE MADE UNLESS THIS SECTION IS COMPLETE.**
2. A payment for the first month's premium is required to be included with the application.
3. After a policy has been issued by the Pool, all membership information will be sent to the Pool member. A copy of the welcome letter to the member will be sent to the Broker/Agent.
4. The \$100.00 payment will be made after the first month's premium for a policy has been received by the Pool.
5. If you have questions or need additional Pool materials, call Heather Richards, at (505) 816-4056.