Health Insurance Renewal Worksheet

Before You Renew: Complete this worksheet with your leadership team and benefits advisor.

Company:	**Renewal date:**
Current carrier:	Proposed increase:

Five Questions to Ask Before Accepting Your Renewal

1. Are we getting the best value for what we spend?

Review your total employer costs, employee contributions, deductibles, and what's driving your proposed increase.

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2. Does our coverage meet our team's needs?

Consider affordability, employee participation, access to care, and whether your current plan works for different groups of employees.

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3. Have we evaluated alternatives to simply renewing?

Ask your benefits advisor to compare other carriers, plan designs, contribution strategies, and options like level-funded plans or ICHRA.

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4. Will our approach support growth and retention?

Think about upcoming growth, hiring, retention, budget expectations, and the administrative demands on your team.

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5. Are we getting proactive, informed guidance?

Make sure your advisor is providing clear cost comparisons, explaining the impact on employees, evaluating alternatives, and addressing compliance requirements.

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Build Your Renewal Strategy

Use the comparison below to guide a decision, not just a premium negotiation.

SIDE-BY-SIDE OPTIONS

MEASURE	CURRENT PLAN	OPTION A	OPTION B
Plan / Carrier			
Annual Employer Cost			
Employee Premium Cost			
Annual Deductible			
Out-of-Pocket Maximum			
Provider Access			
ACA Compliance			

BEFORE YOU MAKE A DECISION

☐ Ask your broker for a full cost and coverage comparison

☐ Review employee affordability and expected participation

☐ Evaluate alternatives if necessary (ICHRA, Level-Funded, Alternative Plan Designs)

☐ Confirm ACA and other applicable compliance requirements

☐ Decide open enrollment timeline and communication plan

OUR DECISION & NEXT STEPS

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