



"Diversified Insurance and Financial Services since 1978"

New Business Submission checklist For Arcadian Health Plans

1. Fax the following to Renee Shelley at BMC Agency – (843) 763.1602:*
 - Copy of the original application
 - Completed Arcadian Fax Coversheet
 - Copy of the Scope of Appointment form

2. Mail originals to:
 - Southeast Community Care
 - 2420 Mall Drive
 - North Charleston, SC 29407

*Please do not fax these forms to Arcadian AND BMC. You should ONLY fax them to BMC.

Thank you,

Renee Shelley
Senior Administrator