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HIOS ID#: 78124NY0980138-00

EC: SHQ4

## Group Health Insurance Application/Change Form

- Please print clearly and complete all sections that apply to you
- Additional instructions are included
- This application cannot be processed without this information and a signature

### Section 1: Employer Group Information

This section should be completed by the Group Benefits Administrator

Medical Group Number (8 digits)

Medical Subgroup Number (4 digits)

Medical Class Number (4 digits)

Dental Group Number

Dental Subgroup Number

Employer Name

Association/Chamber Name (if applicable)

Group Administrators Signature

Date

#### Subscriber Status:

Date of Hire: \_\_\_/\_\_\_/\_\_\_

Rehire- Date of Rehire: \_\_\_/\_\_\_/\_\_\_

COBRA - Effective Date: \_\_\_/\_\_\_/\_\_\_

Retired - Effective Date: \_\_\_/\_\_\_/\_\_\_

Cancelled -- Effective Date: \_\_\_/\_\_\_/\_\_\_

#### Please indicate reason for COBRA if applicable:

Left Employment/Retired  Divorce/Legal Separation

Loss of Student Status

Death of Subscriber

Dependent Reached Max Age

Other: \_\_\_\_\_

### Section 2: Your Information

This section should be completed by the Subscriber

Last Name

First Name

MI

Social Security #\*\*

Birthdate \_\_\_/\_\_\_/\_\_\_ Sex: Male  Female

Street Address

City

State

Zip

Phone

Would you like to receive emails about health & wellness?  Yes  No

Email

Medicare Eligible  Yes  No If yes, indicate reason  Age 65+  Disability  End Stage Renal

Medicare Number (if applicable)

Part A Effective Date: \_\_\_/\_\_\_/\_\_\_ Part B Effective Date: \_\_\_/\_\_\_/\_\_\_

Marital Status:  Single  Married  Legally Separated  Divorced/Marital Status Event Date \_\_\_/\_\_\_/\_\_\_

### Section 3: Subscriber Medical Plan Selection

SimplyBlue Plus Gold 5

#### If enrolling in a Medical plan, who do you need coverage for?

Self Only  Self & Child (ren)

Self & Spouse/Domestic Partner  Family

Effective Date: \_\_\_/\_\_\_/\_\_\_

**Section 4: Subscriber Dental Plan Selection**

Please select plan if applicable:

- Dental Blue Classic (DI) Dental Blue Options (DJ)
Dental Other (DE)

**If enrolling in a Dental plan, who do you need coverage for?**

- Self Only Self & Child (ren)
Self & Spouse/Domestic Partner Family

Medical & Dental Effective Date: \_\_\_/\_\_\_/\_\_\_

Pediatric dental is an essential health benefit mandated by the ACA. If your employer group does not provide pediatric dental coverage through this Excellus BCBS plan, you agree to enroll in the dental plan offered to you by your employer.

**Section 5: Please indicate the reason for this enrollment or change**

- New Hire / Rehire Open Enrollment Retirement Loss of Coverage COBRA
Medicare Eligible Change in employment status Change to new employer that does not offer insurance
Loss of eligibility through employer or discontinuation of employer coverage
Marital Status Change Marriage Divorce Dependent reaches maximum age of coverage
Address Change Last Name Change A move in or out of service area
Remove Dependent Death

Add Dependent: Please indicate reason Newborn Marriage Other \_\_\_\_\_

Date of Event \_\_\_/\_\_\_/\_\_\_\_\_

**Section 6: If canceling coverage, who are you canceling coverage for?**

- Subscriber
Medical Cancellation Date \_\_\_/\_\_\_/\_\_\_ Dental Cancellation Date \_\_\_/\_\_\_/\_\_\_
Dependent(s) (List each below) Medical Cancellation Date \_\_\_/\_\_\_/\_\_\_ Dental Cancellation Date \_\_\_/\_\_\_/\_\_\_
Spouse/DP \_\_\_\_\_ Dependent 2 \_\_\_\_\_ Dependent 3 \_\_\_\_\_ Dependent 4 \_\_\_\_\_

**Why are you canceling coverage?**

- Subscriber's request Divorce Deceased Medicare/Medicaid or other coverage
Coverage through spouse Loss of eligibility through employer or discontinuation of employer coverage
Other \_\_\_\_\_

**Section 7: Information about who you would like coverage for**

- Spouse Domestic Partner Dependent Child Disabled Dependent Child \*Separate form required
Other \_\_\_\_\_

Sex: Male  Female  Birthdate \_\_\_/\_\_\_/\_\_\_\_\_

Last Name (if different) First Name MI Social Security #\*\*

Medicare Eligible Yes No If yes, indicate reason Age 65+ Disability End Stage Renal
Part A Effective Date: \_\_\_/\_\_\_/\_\_\_ Part B Effective Date: \_\_\_/\_\_\_/\_\_\_

Medicare Number (if applicable)

- Dependent Child Disabled Dependent Child\*Separate form required Other \_\_\_\_\_

Sex: Male  Female  Birthdate \_\_\_/\_\_\_/\_\_\_\_\_

Last Name (if different) First Name MI Social Security #\*\*

Medicare Eligible Yes No If yes, indicate reason Age 65+ Disability End Stage Renal
Part A Effective Date: \_\_\_/\_\_\_/\_\_\_ Part B Effective Date: \_\_\_/\_\_\_/\_\_\_

Medicare Number (if applicable)

Dependent Child  Disabled Dependent Child\*Separate form required  Other\_\_\_\_\_

Sex: Male  Female  Birthdate \_\_\_/\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Last Name (if different) First Name MI Social Security #\*\*

Medicare Eligible  Yes  No If yes, indicate reason  Age 65+  Disability  End Stage Renal

\_\_\_\_\_  
Medicare Number (if applicable) Part A Effective Date: \_\_\_/\_\_\_/\_\_\_ Part B Effective Date: \_\_\_/\_\_\_/\_\_\_

Dependent Child  Disabled Dependent Child\*Separate form required  Other\_\_\_\_\_

Sex: M  F  Birthdate \_\_\_/\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Last Name (if different) First Name MI Social Security #\*\*

Medicare Eligible  Yes  No If yes, indicate reason  Age 65+  Disability  End Stage Renal

\_\_\_\_\_  
Medicare Number (if applicable) Part A Effective Date: \_\_\_/\_\_\_/\_\_\_ Part B Effective Date: \_\_\_/\_\_\_/\_\_\_

Note: Use an additional application if more than four people need coverage.

### Section 8: Other coverage information (**Must be completed – you may be contacted for additional information**)

Are you or any member of your family enrolled in other coverage?  Yes  No

If yes, are you keeping the coverage?  Yes  No

If no, when will the coverage cancel? \_\_\_/\_\_\_/\_\_\_

Policyholder's name \_\_\_\_\_ ID# \_\_\_\_\_

Effective Date: \_\_\_/\_\_\_/\_\_\_

Who did the insurance cover?  Self Only  Self & Child(ren)  
 Self & Spouse/Domestic Partner  Family

### Section 9: Release – You must sign and date this form to be eligible for health insurance.

I acknowledge and agree that by signing this enrollment form and subsequently accepting services, I and everyone else who is covered under the contract you issue is bound by the terms and conditions of the contract applicable to my coverage. This includes, without limitation, the terms and conditions regarding the receipt and release of medical records and information. I make this acknowledgement and agreement on behalf of myself and each other person who accepts coverage under the terms of the contract applicable to my coverage (who may include, for example my spouse and my eligible family dependents).

I hereby accept responsibility for payment of any portion of the premium.

I hereby represent that all information furnished by me hereon is true and complete to the best of my knowledge.

#### EXCLUSIVE PROVIDER ORGANIZATION (EPO)

I understand that if I elect Exclusive Provider Organization (EPO) coverage, except in an emergency, all care must be provided by medical providers who participate with the EPO and I will not receive benefits for care that I receive from providers who do not participate with the EPO.

#### PREFERRED PROVIDER ORGANIZATION (PPO)

I understand that the Preferred Provider Organization (PPO) coverage is comprised of an in-network benefit that is dependent on the utilization of medical providers who participate with the PPO and out-of-network benefit that provides coverage for services of medical providers who do not participate with the PPO. I understand that the in-network benefit provides the highest level of coverage under the plan.

I have thoroughly read, understand and agree to comply with the terms of the release in this section.

**Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed \$5,000 and the stated value of the claim for each such violation.**

**Subscriber Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return to PO Box 22999, Rochester, NY 14692. If you have questions, please contact your Group Administrator.  
Or, visit us at: [ExcellusBCBS.com](http://ExcellusBCBS.com)

## Instructions for completing the Group Health Insurance Application

### Section 1

This section should be completed by a Group Benefits Administrator.

### Section 2

This section should be completed by the Subscriber.

\*\*We are required to ask for your social security number in order to meet our reporting obligations under the Affordable Care Act.

### Section 3

Column A – This column is populated with the plan name your group has selected.

Column B – Select who you want to cover on this medical plan.

### Section 4

Column A – Select the dental plan your employer offers. All products may not be applicable to your employer group. Please check with your Group Administrator.

Column B – Select who you want to cover on this dental plan.

### Section 5

Select the box that describes what you need to do regarding health insurance coverage and include the date of the event. An event is a specific occurrence, due to change in status, marriage, divorce, birth or adoption, group's anniversary date, or rate change. Your request must be received within 30 days of the event date. Please see your Group Administrator for events that fall outside the 30-day period. If New Hire, Open Enrollment, Add/Remove Dependent or Loss of Coverage, you must also check coverage type and persons to be covered, and Dependent Information section.

You may be required to provide documentation of certain events.

### Section 6

If you are canceling coverage, select who you are canceling coverage for and the date the coverage will cancel. Then select your reason for canceling.

### Section 7

Please include information about all the people who you would like coverage for.

Use an additional application if more than four people need coverage.

If your dependents are Medicare eligible, complete the questions regarding Medicare Coverage.

Qualified guidelines for coverage include:

- A legal spouse/domestic partner (An ex-spouse no longer qualifies as of the date court documents are stamped and filed with the court)
- Must be under the eligible child age for your employer group including natural, adopted or stepchild(ren)
- Child (ren) Only coverage is available for children up to age 26 or 29 depending on the employer group coverage.
- There are additional eligibility requirements for dependents pending adoption, for which you are the legal guardian, and/or a handicapped or disabled dependent who is over the dependent age. Please contact your Group Administrator for the appropriate form.

\*\*We are required to ask for your social security number in order to meet our reporting obligations under the Affordable Care Act.

### Section 8

Please include accurate information in this section. This could affect the processing of your application and/or claims.