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FOR INTERNAL USE ONLY
HIOS ID# _____
EC _____

Commercial Group Health Insurance Application/Change Form

CONFIDENTIAL

Please print clearly and complete all sections that apply. Signatures are required. Additional instructions included on Page 4.

Section 1: Employer Group & Benefit Information

To be completed with your Group Administrator

Check Desired Action
☐ Add ☐ Cancel ☐ Change

Employer Name _____ Association/Chamber Name (if applicable) _____

Group Administrator's Signature (required) _____ Date _____ Employee's ID Number _____ Department Number _____

Medical Information

Medical Group Number (8 digits) _____

Medical Subgroup _____ Medical Class _____

Medical Effective Date _____ , _____ , _____

Who do you need Medical coverage for?
☐Self Only ☐Family ☐Self & Child(ren)
☐Self & Spouse, or Self & Domestic Partner

Medical Plan Selection

☐ ☐
☐ ☐
☐ ☐
☐ ☐

Dental Information

Dental Group Number (8 digits) _____

Dental Subgroup _____ Dental Class _____

Dental Effective Date _____ , _____ , _____

Who do you need Dental coverage for?
☐Self Only ☐Family
☐Self & Child(ren)
☐Self & Spouse, or Self & Domestic Partner

Dental Plan Selection

☐

Vision Information

Vision Group Number (8 digits) _____

Vision Subgroup _____ Vision Class _____

Vision Effective Date _____ , _____ , _____

Who do you need Vision coverage for?
☐Self Only ☐Family
☐Self & Child(ren)
☐Self & Spouse, or Self & Domestic Partner

Vision Plan Selection

☐

Subscriber Status: ☐Actively Working ☐Retired ☐Disabled ☐Canceled ☐COBRA

Section 2: Subscriber's Information

Last Name _____

First Name _____

Middle Initial _____ **Title (e.g., Jr, Sr, III, etc.)** _____

Street Address _____

City _____ **State** _____

Zip Code _____ **Phone** _____

Birthdate _____ , _____ , _____

Gender: ☐Female ☐Male ☐Gender X

Social Security Number** _____

Date of Hire/Rehire _____ , _____ , _____

Retirement Date _____ , _____ , _____

☐Age 65+ ☐Disability
☐End Stage Renal *

Subscriber's Medicare Number (if applicable) _____

Medicare Part A Effective Date _____ , _____ , _____

Medicare Part B Effective Date _____ , _____ , _____

You must fill out the following section: Would you like to be added to the Donate Life Registry? ◯Yes ◯Skip this question

Section 3: Reason for enrollment or change

To be completed by the Group Administrator Not required for cancelations

Enrollment Opportunity: ☐New Hire ☐Rehire ☐Open Enrollment ☐Medicare eligible

Special Enrollment Opportunity: ☐Newly Eligible Dependent: ☐Newborn ☐Marriage ☐Other _____
☐Change in employment status ☐A move in or out of the service area
☐Involuntary loss of coverage ☐Former dependent regains eligibility

Date of Event ___ , ___ , _____

COBRA Election - Please indicate the reason for COBRA if applicable:
☐Left Employment/Retired ☐Divorce/Legal Separation ☐Loss of Student Status ☐Death of Spouse
☐Disability ☐Dependent Reached Max Age ☐ Other: _____

Demographic Change: ☐Address ☐Birthdate ☐Subscriber Name ☐Dependent Name ☐Phone Number

Section 4: Cancel Information - If canceling coverage, who are you canceling coverage for?

Subscriber

Cancel Code:	Medical Cancel Date:	Dental Cancel Date:	Vision Cancel Date:

Coverage ends at 11:59 p.m. on date indicated

Cancel Codes:
SB02-Left Employment SB58-Change in Employee Eligibility Status SB08-Subgroup Transfer*
SB06-Employee No Longer Wants Coverage* (subscriber request) SB57- Layoff Without Benefits
SB07-Deceased SB09-Enrolled in Error* SB44-Medicare Eligible (Moved to Medicare plan with same employer)

* = Not eligible for COBRA

Dependent(s)

* = Not eligible for COBRA

Name:	Cancel Code:	Medical Cancel Date:	Dental Cancel Date:	Vision Cancel Date:

Cancel Codes:
M002-Deceased* M005-Divorced M010-Overage Dependent M014-YA No Longer Qualifies* M013-Ineligible Dependent
M003-Subscriber No Longer Wants to Cover Dependent* M007-Dependent No Longer Wants Coverage* M009-Marriage
M011-No Longer a Student M004-Enrolled in Error* M008-Moved Out of Area* M040-Medicare Same Group*

Section 5: Information about who you would like coverage for (dependent information)

☐Spouse ☐Domestic Partner ☐Dependent Child ☐Adult Disabled Dependent (Separate application form required)
☐Other_____

_____ _____ _____ _____
Last Name (if different) Title **First Name** MI **Social Security Number** **

Gender: ☐Female ☐Male ☐Gender X **Birthdate** _____ , _____ , _____

Is dependent a full-time student over age 19? ☐Yes ☐No Married? ☐No ☐Yes ___ , ___ , ____ Expected Graduation Date: _____ , _____ , _____
If yes, please provide name of college/university _____ Will dependent further education after graduation? ☐Yes ☐No

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)

↓ Additional Dependent(s) ↓

☐Dependent Child ☐Adult Disabled Dependent (Separate application form required) ☐Other_____

_____ _____ _____ _____
Last Name (if different) Title **First Name** MI **Social Security Number** **

Gender: ☐Female ☐Male ☐Gender X **Birthdate** _____ , _____ , _____

Is dependent a full-time student over age 19? ☐Yes ☐No Married? ☐No ☐Yes ___ , ___ , ____ Expected Graduation Date: _____ , _____ , _____
If yes, please provide name of college/university _____ Will dependent further education after graduation? ☐Yes ☐No

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 ☐Adult Disabled Dependent (Separate application form required) ☐Other_____

_____ _____ _____ _____
Last Name (if different) Title **First Name** MI **Social Security Number** **

Gender: ☐Female ☐Male ☐Gender X **Birthdate** _____ , _____ , _____

Is dependent a full-time student over age 19? ☐Yes ☐No Married? ☐No ☐Yes ___ , ___ , ____ Expected Graduation Date: _____ , _____ , _____
If yes, please provide name of college/university _____ Will dependent further education after graduation? ☐Yes ☐No

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)

Note: Use an additional application [or addendum] if more than three dependents need coverage.

Section 6: Other coverage information (Required) - You may be contacted for additional information

Have you or any member of your family been enrolled in other medical or dental coverage? ☐Yes ☐No
If yes, what type of coverage? ☐Medical ☐Dental
What is the effective date of the other coverage? ☐Medical: ____ , ____ , _____ ☐Dental: ____ , ____ , _____
What is the name of the other carrier(s)?
Are you keeping the coverage? ☐Yes ☐No
If no, when will the coverage end? ☐Medical: ____ , ____ , _____ ☐Dental: ____ , ____ , _____
Policyholder's name _____ ID#(s) _____
Who did the insurance cover? ☐Self Only ☐Self & Spouse/Domestic Partner ☐Self & Child(ren) ☐Family

Section 7: 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 acknowledgment 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.
Pediatric dental is an essential health benefit mandated by the ACA. If your employer group does not provide pediatric dental coverage through this Univera Healthcare plan, you agree to enroll in the dental plan offered to you by your employer.

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 P.O. Box 211256 Eagan, MN 55121-2656
If you have questions, please contact your Group Administrator. Or, visit us at: UniveraHealthcare.com

Instructions for completing the Group Health Insurance Application/Change Form

Section 1: Employer Group & Benefit Information
This section should be completed with your Group Administrator. Group Administrator's signature is required. Medical, dental and/or vision group numbers and information must be populated. Select who you need coverage for on the medical, dental and/or vision plan(s). Next, select the medical, dental and/or vision plan(s) you are enrolling in. All products may not be applicable to your employer group. Please check with your Group Administrator. Indicate the subscriber's status.

Section 2: Subscriber's Information
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.
* There is additional information needed if eligible for Medicare due to ESRD. Please contact your Group Administrator for the appropriate form.
Health Equity: Health care should meet the needs of everyone—no matter who you are, where you live, or who you love. To learn more about health equity and view our privacy policy, visit UniveraHealthcare.com/HealthEquity.
Donate Life Registry: By checking 'Yes' and signing this application, you are consenting to enroll in the New York State Donate Life Registry (Registry). To modify your gift or withdraw from the Registry go to: donatelife.ny.gov or call the Registry at 1-866-NY-DONOR.

Section 3: Reason for enrollment or change
Select the box(es) that describe(s) the reason for this enrollment or change 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. You may be required to provide documentation of certain events.

Section 4: Cancel Information - If canceling coverage, who are you canceling coverage for?
If you are canceling coverage, complete the appropriate section for who you are canceling. List the cancel code and enter the date(s) the coverage is to be canceled. List each applicable dependent to be canceled.

Section 5: Information about who you would like coverage for (dependent information)
Please include information about all the people who you would like coverage for.
Use an additional application if more than three dependents 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 county clerk)
- Children for whom You are granted legal custody by court order.
- 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 disabled dependent who is over the maximum 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.
* There is additional information needed if eligible for Medicare due to ESRD.
A separate Adult Disabled Dependent application form is required for applicable dependents. Please contact your Group Administrator for the appropriate forms.

Section 6: Other coverage information (Required)
Please include accurate information in this section. This could affect the processing of your application and/or claims.

Section 7: Release
Subscriber signature and date are required in this section. The subscriber must sign the application prior to or within 30 days of the effective date or qualifying event date.