

# Anthem Enrollment Form Instructions

## **Each individual should complete a separate application**

- Item #1      Name, address, Telephone Number
- Item #2      New Group (Orig. enrollment)
- Item #4      Other: insert “Plan F and Rx”
- Item #5      “CBIA”
- Item #6      Self Only, Name, “Add, Social Security Number, Date of Birth
- Item #8      Name, Medicare number, Medicare “PartA” Effective Date, Medicare “Part B” Effective Date
- Item #9      Signature, Date



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# INSTRUCTIONS

Please print all information.

## THANK YOU FOR CHOOSING OUR PLAN.

### How to Fill Out This Form – Press Firmly – Please Use Ballpoint Pen

Please read these instructions before filling out the attached Enrollment and Membership Change Form. Here's what you need to fill out, so we can enroll you without delay.

For membership changes, complete:

Section 1. "Tell Us About You"

Section 3. "Change Membership"

In addition, when adding/cancelling eligible dependents, or changing a Primary Care Physician (PCP), complete:

Section 6. "List Family Members"

#### 1. Tell Us About You

Please complete all information in this section.

#### 2. New Membership

Please check the appropriate box. If you are enrolling as a COBRA or C.G.S. 38a-538 extension of coverage member, please indicate the date of the Qualifying Event, and also the Reason Code.

REASON CODE	QUALIFYING EVENT
01	Divorce
02	Termination of employment
03	Spouse of deceased employee
04	Dependent child no longer eligible under terms of employer's contract
05	Reduction in hours/no longer meet group eligibility requirements

#### 3. Change Membership

Please check the appropriate box if you are changing membership. Please indicate the reason and date. Some examples include:

ADDRESS	MARRIED	DEPENDENT
PCP	LEGALLY SEPARATED	BIRTH
NAME	DIVORCED	ADOPTION

#### 4. Your Membership Choices

A. Tell us the plan name in which you are enrolling. To do this, check the appropriate box next to your selection choice(s). If you choose "BlueCare", "Dental", or "other", please be sure to write the name of the plan as instructed by your Benefits Coordinator.

B. Please check individual, two person or family for each plan choice.

#### 5. Where You Work

Please complete all information in this section.

#### 6. List Members To Be Added/Cancelled

A. Please be sure to complete all information in this section including social security numbers, and the name(s) of recognized institution(s) for full time student dependent(s) age 19 or over.

B. Indicate last name if different.

C. If any dependent(s) listed are disabled, please circle that dependent, and attach the appropriate application which may be obtained from your Benefits Coordinator.

D. **Special instructions for BlueCare.** A Primary Care Physician (PCP) must be selected for each member. Each member may choose a different PCP. Specialists cannot be selected as PCPs. Please also write in the city or town where the PCP's office is located, and the PCP provider number, located in your Provider Directory.

An asterisk (\*) next to a Physician's name in the provider listing means the physician can only be seen by a current patient. If you are a current patient and want that physician to be your PCP, please check the box next to the physician's name on the application.

E. If coverage is available through your employer's plan for domestic partnerships, please include the appropriate certification forms.

#### 7. Tell Us About Your Other Insurance

Please be sure to note any other insurance information in this section.

#### 8. Medicare/Medicaid

Please complete all information in this section if you or an enrolled member is covered by Medicare or Medicaid, or have applied for Medicare or Medicaid disability.

#### 9. Employee Signature

Please sign and return the completed application to your employer's Benefits Coordinator. Save your copy of this form for your records until you receive your identification card(s). A copy of this application is provided to you as part of your Subscriber Agreement or health benefit plan document as applicable and is incorporated by reference therein.



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# Enrollment and Membership Change Form

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<b>1. Tell Us About You</b>	Current Anthem BCBS Contract Number, if any		<b>2. New Membership</b>		<b>4. Your Membership Choices</b>			<b>To Be Completed By Employer</b>		
Last Name	First Name	M.I.	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> OPEN ENROLLMENT <input type="checkbox"/> COBRA/C.G.S. 38a-538 DATE OF QUALIFYING EVENT MM / DD / YR REASON _____ <small>SEE INSTRUCTION SHEET</small> <input type="checkbox"/> NEW GROUP (ORIG ENROLLMENT)		<input type="checkbox"/> BLUECARE      Individual    Two Person    Family _____ PLAN NAME <input type="checkbox"/> CENTURY PREFERRED/PPO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> DENTAL      _____ PLAN NAME <input type="checkbox"/> HMO--NEW ENGLAND <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OTHER      _____ PLAN NAME <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					Requested Effective Date MM / DD / YR
Home Address: Number and Street or P.O. Box      Apt. #			<b>3. Change Membership</b>					Firm Division No.		
City		State	CHANGE: <input type="checkbox"/> ADDRESS <input type="checkbox"/> NAME _____ INDICATE FORMER NAME <input type="checkbox"/> OTHER REASON _____ DATE MM / DD / YR					Health Benefit Plan		
Home Telephone ( )		Work Telephone ( )		MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced					For Office Use Only	
Are you or ANY other eligible dependent listed on this form currently confined to a hospital or other healthcare facility, totally disabled or physically impaired? <input type="checkbox"/> YES <input type="checkbox"/> NO										
<b>5. Where You Work</b>	COMPANY NAME		ARE YOU ACTIVELY AT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO / (IF NO) REASON <input type="checkbox"/> SICK <input type="checkbox"/> INJURED <input type="checkbox"/> OTHER		ARE YOU CURRENTLY CLAIMING WORKERS' COMP. MEDICAL BENEFITS? <input type="checkbox"/> YES <input type="checkbox"/> NO					
			DO YOU WORK 30 OR MORE HOURS PER WEEK? <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE OF FULL TIME HIRE MM / DD / YR		DATE OF PART TIME HIRE MM / DD / YR		DATE OF REHIRE MM / DD / YR	
<b>6. List Members To Be Added/Cancelled</b>			Add	Cancel	Social Security No.	Date of Birth (MM/DD/YYYY)	Full Time Student Age 19 or Over (Circle Yes or No)	BELOW PLEASE INDICATE NAME OF RECOGNIZED INSTITUTION FOR FULL TIME STUDENTS		
SELF <input type="checkbox"/> M <input type="checkbox"/> F    First Name    M.I.    Last Name <input type="checkbox"/> <input type="checkbox"/>						/ /		Primary Care Physician (PCP) Name (Refer to Provider Directory) Check <input checked="" type="checkbox"/> the box if you currently use this physician.		
SPOUSE <input type="checkbox"/> M <input type="checkbox"/> F    If Different <input type="checkbox"/> <input type="checkbox"/>						/ /		Name    First    Last <input type="checkbox"/> City    PCP Provider No.		
DEPENDENTS: Children over 19 may be eligible if disabled, or unmarried full-time students. Please circle any dependent who is disabled.										
DEPENDENT <input type="checkbox"/> M <input type="checkbox"/> F    If Different <input type="checkbox"/> <input type="checkbox"/>						/ /	Y N	Name    First    Last <input type="checkbox"/> City    PCP Provider No.		
DEPENDENT <input type="checkbox"/> M <input type="checkbox"/> F    If Different <input type="checkbox"/> <input type="checkbox"/>						/ /	Y N	Name    First    Last <input type="checkbox"/> City    PCP Provider No.		
DEPENDENT <input type="checkbox"/> M <input type="checkbox"/> F    If Different <input type="checkbox"/> <input type="checkbox"/>						/ /	Y N	Name    First    Last <input type="checkbox"/> City    PCP Provider No.		
<b>7. Tell Us About Your Other Insurance</b>										
Do you or any other member of your family have any other medical, dental, or Anthem BCBS coverage? <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, please fill in the information below. <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Children										
Name of Other Insurance Company			Name of Subscriber (Policyholder)			Policy or ID No.		Reason For Termination		First and Last Date of Coverage
<b>8. Medicare/Medicaid</b>										
Do you or any covered member have Medicare/Medicaid coverage? <input type="checkbox"/> YES <input type="checkbox"/> NO    Have you or any covered member applied for Medicare/Medicaid disability? <input type="checkbox"/> YES <input type="checkbox"/> NO										
Name (Self)		Are you actively at work? <input type="checkbox"/> YES <input type="checkbox"/> NO		Retirement Date MM / DD / YR		Name (Dependent)		Is this person actively at work? <input type="checkbox"/> YES <input type="checkbox"/> NO		Retirement Date MM / DD / YR
Medicare No.		Medicare A (Hospital)    Effective Dates		Medicare B (Medical)    Effective Dates		Medicare No.		Medicare A (Hospital)    Effective Dates		Medicare B (Medical)    Effective Dates
		MM / DD / YR		MM / DD / YR				MM / DD / YR		MM / DD / YR

I apply for coverage (or change in coverage) and authorize my employer to deduct any required premium contributions from my pay. I understand that all coverage and services are subject to the Exclusions, Limitations and Conditions of the Subscriber Agreement or other Evidence of Coverage document, which is incorporated by reference herein. I authorize Anthem Blue Cross and Blue Shield ("Anthem BCBS") or any physician, hospital, insurer or any organization or person having records, data or information about me or my family's health or medical history or benefits, including those related to HIV/AIDS, psychiatric care or drug or alcohol use, to furnish such records, data or information as may be requested by or of Anthem BCBS for use in connection with health benefits or claims related thereto. Such authorization shall apply to the release of my or my family's records, data or information by Anthem BCBS or such other person or entity having such information to contractors, providers, agents or representatives of Anthem BCBS if they agree to keep it confidential. A copy of this authorization shall be as effective as the original. This authorization is valid for as long as I am enrolled in my Anthem BCBS health plan. I understand that false and/or incomplete responses or statements may result in rescission of coverage and/or non-payment of claims for myself or my eligible dependents. I understand a copy of this application is provided to me as part of my Subscriber Agreement or health benefit plan document as applicable and is incorporated by reference therein. I certify that my statements in this form are true and complete to the best of my knowledge and belief.

**9. Employee Signature**

Date  
MM / DD / YR

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**The definitions listed below are for informational purposes only. For additional information, please refer to your Master Group Policy, Subscriber Agreement, or the Evidence of Coverage.**

## **DEFINITIONS**

**ELIGIBLE EMPLOYEE:** An Eligible Employee is defined as a full-time employee of the employer. In order to qualify as a full-time employee, the employee must be actively at work and working at least 30 hours per week on a regularly scheduled basis unless a higher number of hours per week is required by the employer. Temporary employees and seasonal employees are not eligible for coverage.

**ELIGIBLE DEPENDENTS:** a. An Eligible Employee's spouse under a legally valid existing marriage,  
b. An unmarried, dependent child of an Eligible Employee, to age 19, or an unmarried dependent child between the ages of 19 and 23 who is a full-time student at a recognized college, university or trade school. Child includes a natural child, a legally adopted child or a child legally placed for adoption, a step-child who lives with the employee, a child supported by the employee pursuant to a valid court order, or a child for whom the employee is legal guardian.

**EXCEPTION FOR NEWBORN:** Newborn children are automatically entitled to coverage for the first 31 days following birth. If no additional premium is due Anthem BCBS, a completed Enrollment and Membership Change Form must be submitted to Anthem BCBS within a reasonable amount of time following birth in order to continue coverage without interruption.

If additional premium is required, a completed Enrollment and Membership Change Form must be submitted to Anthem BCBS within 31 days following birth in order for coverage to be continued without interruption.

**LATE ENROLLEE:** An Eligible Employee and/or dependent who requests insurance more than 31 days after the employee's earliest opportunity to enroll for coverage under any plan sponsored by the Employer may be considered a late enrollee. A Late Enrollee will be subject to a 12 month pre-existing condition waiting period for indemnity/PPO plans, or a 3 month affiliation period for HMO plans. Late Enrollees who are eligible for coverage will not be denied coverage, and completion of a statement of health form may be required.

An Eligible Employee and/or dependent will not be considered a Late Enrollee, if a request for coverage is made and all of the following conditions satisfied: (1) Coverage was not elected when the employee was first eligible under the group policy solely because another group health insurance plan provided coverage for the employee; and (2) Coverage is lost under that plan due to employment termination, death of a spouse, divorce, legal separation, loss of eligibility, COBRA benefit is exhausted, reduction in the number of work hours for employment, or the employer stops contributing to the health benefit plan; and (3) The employee applies for coverage under this contract within 31 days after loss of coverage under the other plan.

**ACTIVELY AT WORK:** The term Actively At Work means the employee must: work at the employer group's place of business or at such place(s) as normal business requires; and perform all the duties of the job as required of a full-time employee working 30 or more hours per week on a regularly scheduled basis.

**WAITING PERIOD:** Means a period of time that must pass before an employee or a dependent is eligible to enroll in the plan. The Anthem BCBS standard waiting period allows for new hires to be eligible to enroll for coverage following 30 days of continuous "actively at work employment." Generally new hires and their dependents who apply for coverage more than 31 days from the date first eligible will be considered a Late Enrollee.

**EFFECTIVE DATES:** New hires and their dependents will be effective the first of the month following completion of the waiting period. Effective dates for new hires may be deferred if all required information is not received, or is incomplete.

**\*PRE-EXISTING CONDITION:** (Required for Small Employer Groups 1-50) The term Pre-Existing Condition means a condition, whether physical or mental, regardless of the cause of the condition, for which medical advice, care, or treatment was recommended or received within the Pre-Existing Condition Period as specified in the Schedule of Benefits.

**\*PRE-EXISTING CONDITION PERIOD:** A period of time immediately prior to the effective date of coverage.

**AFFILIATION PERIOD:** Means a period of time that must expire before health coverage provided by an HMO becomes effective and during which the HMO is not required to provide benefits. No premium shall be collected for such period.

**BENEFITS EXCLUSION PERIOD:** A period of time during which no benefits will be provided for a pre-existing condition. Prior creditable coverage can reduce the length of a benefit exclusion period. We will request a certificate of prior creditable coverage from you regarding your previous health plan if necessary.

**OPEN ENROLLMENT PERIOD:** The term open enrollment means the period of time during which an employer group allows employees to select group health coverage.

\*These provisions are not applicable to HMO products.