

PROFESSIONAL GROUP PLANS, INC.
Specializing in Employee Benefits

**Oxford Health Plans
New Jersey
New Business Submission
Checklist**

___ **Oxford New Jersey Employer Application**

___ **Employer Certification Form**

___ **New Jersey Employee Enrollment Form(s)**

___ **Waiver Form(s)**

___ **First Month's Premium Check Payable to:**
Oxford Health Plans

___ **Forms Must Be Submitted to PGP**
5 days prior to the effective date.

First time case submission needs licensing forms.

If you have any questions, please contact your PGP representative.



Oxford Health Insurance, Inc.

Please print or type

Policy Number (OHI Use Only): _____

Requested Effective Date: _____

 **New Policy**

Change in Policy

I. POLICYHOLDER INFORMATION

1. Policyholder (full legal name of company):

2. Tax Identification Number:

3. Main Address:

Mailing Address:**Telephone & Facsimile:**

4. Name of Correspondent:

5. Type of organization:

☐ Corporation ☐ Partnership ☐ Proprietorship ☐ Other (explain)

6. Nature of business (specify):

SIC Code: _____

7. Number of eligible employees in your company: _____

REFER TO NEW JERSEY SMALL EMPLOYER CERTIFICATION FOR THE DEFINITION OF AN ELIGIBLE EMPLOYEE.

8. Number of eligible employees to be insured: _____

9. Class or classes to be excluded:

10. Insurance Requested For:

 Employees Only Employees and Dependents

11. Are you subject to the requirements of COBRA?

☐ Yes ☐ No

12. Waiting period before employees become insured: (may not exceed 6 months)

Present employees New or rehired employees

13. What percentage of the premium will the employer pay?

14. Deposit \$ _____ Premium Paid: ☐ Monthly ☐ Quarterly

Premium will be due as of the effective date. The premium for the first month of coverage must be attached.

Affiliates, subsidiaries, or branches (must be included for purposes of participation).

Legal Name and Location	Number eligible employees in this company	Number eligible employees to be insured

II. SPECIFICATIONS FOR COVERAGE

PLEASE SELECT A PLAN FROM SECTION 1 OR 2.

SECTION 1: FREEDOM PLAN & LIBERTY PLAN

HEALTH BENEFITS

Plan: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ HMO

Product: ☐ Indemnity (A or B) ☐ PPO (B or C) ☐ PPO (C or D) - Liberty Network only ☐ POS (C,D, or E)

Network: ☐ Freedom ☐ Liberty

Copayment (Plans C,D,E,HMO): ☐ \$5 ☐ \$10 ☐ \$15 ☐ \$20

Deductible (B,C, D,E) ☐ \$200 ☐ \$250 ☐ \$500 ☐ \$750 Rider ☐ \$1,000 ☐ \$2,000 ☐ \$2,500

OPTIONS FOR PLANS B, C, D AND E ONLY:

☐ Plan B Coinsurance Option: 80/20% in-network and 60/40% out-of-network

☐ Plan C Coinsurance Option: 90/10% in-network and 70/30% out-of-network

☐ Copayment Physician Visits for Preventive Care at No Charge

☐ Copayment Hospital Confinement at No Charge

Coinsured Charge Limit: ☐ \$5,000 Rider ☐ \$8,333 Rider

☐ Physical Therapy 90 Rider

☐ Vision Care Rider

☐ Enhanced Dental Rider

☐ Premium Dental Rider

PRESCRIPTION DRUG BENEFITS

Program Type: ☐ Standard (Plan Copay)

Optional Riders (Generic/Preferred Brand/Brand copay):

☐ \$5/\$15/\$50 ☐ \$7/\$20/\$50 ☐ \$7/\$15/\$35 ☐ \$10/\$25/\$50

Pharmacy Deductible Options (Waived for generic drugs): ☐ None ☐ \$50

SECTION 2: FREEDOM PLAN DIRECT & LIBERTY PLAN DIRECT PLANS

HEALTH BENEFITS

Plan: ☐ C

Product/Network: ☐ Freedom Plan Direct ☐ Liberty Plan Direct

Copayment: ☐ \$30 ☐ \$15 PCP/\$25 Specialist

Deductible*: ☐ \$500 ☐ \$1,000

*These deductible amounts apply for both in- and out-of-network benefits

DIRECT OPTIONS:

Coinsured Charge Limit: ☐ \$10,000

☐ Vision Care Rider

☐ Enhanced Dental Rider

☐ Premium Dental Rider

(continued on next page)

II. SPECIFICATIONS FOR COVERAGE (CONT'D)

PRESCRIPTION DRUG BENEFITS

Program Type: ☐ (Standard) \$5/\$10/\$10

Optional Riders (Generic/Preferred Brand/Brand copay):

☐ \$10/\$25/\$50* ☐ \$15/50%/50%*

Pharmacy Deductible Options (Waived for generic drugs): ☐ None* ☐ \$50* ☐ \$100 ☐ \$150 ☐ \$250

*Optional Riders: \$10/\$25/\$50 & \$15/50%/50% are only offered with the Pharmacy Deductible Options of None and \$50.

III. ALL QUESTIONS MUST BE ANSWERED

1. Is there any Group Health Plan:
Now in force and to be continued? ☐ Yes ☐ No
Currently being applied for? ☐ Yes ☐ No
If "Yes" identify the name of the Group Health Plan, give a description of the plan(s) and name of insurance carrier(s)

2. Name of present or prior group carrier: _____
Effective date of prior coverage: _____ Cancellation/termination date: _____
Is the coverage applied for in this application replacing other group insurance? ☐ Yes ☐ No
If "Yes" give reason _____
Plan being replaced: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ HMO ☐ HMO-POS ☐ Dual-Contract
☐ Other _____
3. Has your firm been uninsured for 3 or more months prior to application? ☐ Yes ☐ No
4. What forms of insurance are now or were in force?
☐ Health Benefits ☐ Prescription Drugs (Attach copies of Booklet/Certificate and most recent Billing Statement)
5. Are extended benefits provided in case of termination of health benefits? ☐ Yes ☐ No
6. To the best of your knowledge are there any current or former employees or their eligible dependents whose health insurance is being continued?
☐ Yes ☐ No

Please provide the following information for each current/former employee or dependent on health continuations.

Name of Employee/ Dependent	Date of Birth	Type of Continuation State/ Federal/Extended Benefits	Reason for Termination Disability/Other	Continuation Dates Start End

If additional space is needed, attach a separate sheet, signed and dated.

7. To the best of your knowledge:
A. Are any employees or dependents presently incapacitated? ☐ Yes ☐ No
B. Are any dependent children incapable of self-support due to a physical or mental disability? ☐ Yes ☐ No

III. ALL QUESTIONS MUST BE ANSWERED (continued)

Additional space to explain if Items 1, 2 or 3 were answered "Yes". Refer to the question number, and give details including names, where appropriate.

IV. AGENT / PRODUCER INFORMATION

Broker: _____
Name Code Address

Broker: _____
Name Code Address

V. SIGNATURE

It is understood that, except as provided under applicable regulations, no individual shall become insured while not actively at work on a full-time basis or retired, and only full-time employees and retirees are eligible. A full-time employee is one who regularly works at least 25 hours per week at his employer's place of business. It is further understood that no agent has power on behalf of Oxford Health Insurance, Inc. to make or modify any request or application for insurance or to bind Oxford Health Insurance, Inc. by making any promise or representation or by giving or receiving any information. It is further understood that no insurance will be effective unless and until the application is accepted in writing by Oxford Health Insurance, Inc. Final rates will be based on enrollment data as of the Policy effective date. No contract of insurance is to be implied in any way on the basis of the completion and/or submission of this application.

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Dated at: _____ on _____

Note: If there are any modifications to the statements and answers given in this application (i.e., crossed out, whited-out, erased information), the applicant must attest to the modifications by giving a complete signature in the margin near the modification.

Print Name of Officer, Partner or Proprietor

Signature of Officer, Partner or Proprietor

Witness to Signature



Oxford Health Plans®

Oxford Health Insurance, Inc.

CERTIFICATION AS A SMALL EMPLOYER IN THE STATE OF NEW JERSEY IN ACCORDANCE WITH NEW JERSEY CH. 162

Group Health Benefits Policy Participation

All Questions Must Be Answered

An Eligible Employee is one who works on a full-time basis with a normal work week of 25 or more hours for pay. An employee who works less than 25 hours per week, on a temporary or substitute basis, or an employee participating in an employee welfare arrangement established pursuant to a collective bargaining agreement is not an eligible employee.

Total Number of Eligible Employees

Total Number of Eligible Employees applying/enrolling for health benefits coverage

Total Number of Eligible Employees waiving health benefits coverage under the policy with coverage under their spouse's coverage, other than individual coverage; or any other Health Benefits Plan offered by the employer

Total Number of Eligible Employees waiving health benefits coverage under the policy without coverage under a spouse's coverage, other than individual coverage; or any other Health Benefits Plan offered by the employer

Total Number of Employees in an ineligible class or classes

Is your firm subject to Working Aged Provisions (TEFRA / DEFRA)?

☐ Yes ☐ No

Is your firm subject to the requirements of COBRA?

☐ Yes ☐ No

CERTIFICATION

Please sign and date appropriate section indicating whether or not you meet the definition of a small employer.

Small Employer means, in connection with a Group Health Plan with respect to a Calendar Year and a Plan Year, any person, firm, corporation, partnership, or political subdivision that is actively engaged in business that employed an average of at least two but not more than 50 eligible Employees on business days during the preceding Calendar Year and who employs at least two Employees on the first day of the Plan Year, and the majority of the Employees are employed in New Jersey. All persons treated as a single employer under subsection (b), (c), (m) or (o) of section 414 of the Internal Revenue Code of 1986 shall be treated as one employer. In the case of an employer that was not in existence during the preceding Calendar Year, the determination of whether the employer is a small or large employer shall be based on the average number of Employees that it is expected that the employer will employ on business days in the current Calendar Year.

I certify that the information provided to Oxford Health Insurance, Inc. is true and complete. I understand that if the above information is not complete or is not provided to Oxford Health Insurance, Inc. in a timely manner, then health benefits coverage does not have to be offered or continued. I further understand that incomplete or untrue information may void health benefits coverage.

I understand that I and my employees may be subject to fines if an employee who is a resident of New Jersey and is eligible for coverage under this group health benefits plan is enrolled in an individual health benefits plan issued on or after August 1, 1993.

Any person who includes any false or misleading information on an application or enrollment form or certification for a health benefits plan is subject to criminal and civil penalties.

Signature of Officer, Partner or Owner

Title

Date

Print Name of Officer, Partner, or Owner

Signature of Witness

Date

I certify that I am not a Small Employer in the State of New Jersey, as defined above.

Signature of Officer, Partner or Owner

Title

Date

Print Name of Officer, Partner, or Owner

Signature of Witness

Date

New Jersey Small Group Employer Benefits Enrollment Form and Pre-Existing Conditions Statement

Please print all information, using ink.

[illegible][illegible]

Street																			
City																			
State															Zip Code				

A horizontal timeline with 20 vertical tick marks. The first tick mark is labeled 'Home' and the 10th tick mark is labeled 'Work'.

Home Work

Street																			
City										State					Zip Code				

[illegible][illegible]

Hours worked per week: _____

How much time do you spend there each year?

☐ I am an employee of an organization which is applying for coverage

☐ I am now eligible for coverage

- ☐ I had no previous coverage during the past 90 days
- ☐ I had previous coverage during the past 90 days
 Name of previous carrier _____ Plan Number _____
 Effective Date: _____ Termination Date: _____
- ☐ I previously refused/waived coverage
- ☐ I am enrolling for coverage during my employer's open enrollment period. Open enrollment date: _____
- ☐ I am continuing under _____ Federal Law (COBRA) or _____ State Law
 Qualifying Event: _____ Date Continuation began: _____
 Continuation applies to: _____ Employee Only _____ Employee and Eligible Dependents
- ☐ I am continuing under a total disability extension (Attach proof of disability)
- ☐ I am terminating coverage for myself and all dependents
- ☐ I am adding (deleting) dependent(s)
- ☐ Other (specify) _____

If you are declining enrollment for yourself or your dependents (including your spouse) because of other Group Health Plan coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided that you request enrollment within 30 days after your other coverage ends. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

SECTION II: COVERAGE INFORMATION

1. Persons to be covered: ☐ Employee Only ☐ Employee & Spouse ☐ Employee & Child(ren) ☐ Employee, Spouse & Child(ren)

2. Please provide all information for each person to be covered:

Full Name (Last, First, Middle Initial)	Add	Sex	Social Security No.	Birthdate
Employee				
Spouse				
Child				
Child				
Child				
Child				
Child				
Child				

Attach a separate sheet to list additional children. Attach proof if full-time student. Attach proof of disability.

SECTION II: CONTINUED

3. Do any of the dependents listed above live at an address other than the Home address given above?

☐ Yes ☐ No

If "Yes", name the dependent(s) and provide the address(es). _____

Explain the circumstances. _____

4. If any dependent's last name differs from yours, explain the circumstances.

5. Are any of the dependents listed above confined in a facility or at home, due to a medical reason?

☐ Yes ☐ No

If "Yes", name the dependent(s), and the place and reason for confinement. _____

6. Indicate whether any person to be covered is enrolled under Medicare, Parts A and/or B.

	Part A		Part B		Medicare I.D. Number
Employee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Spouse	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Child (give name) _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

7. Which coverage have you selected to be primary in the event expenses are incurred as a result of an automobile related injury?

☐ Auto ☐ Medical

8. Are you, or any person to be covered, eligible for other health coverage?

(i.e., employer sponsored group coverage, Medicare, Medicaid) ☐ Yes ☐ No

If "Yes", indicate the name(s) of the person(s), the name(s) of the carrier(s), the policy number(s) and the type(s) of coverage.

9. Are you replacing existing coverage? ☐ Yes ☐ No

If "Yes", give the name and policy number of the replaced carrier, the effective and termination dates, and the names(s) of the persons covered by the policy. _____

10. Were you, or any dependent(s) to be covered, covered under a prior Group Health Plan? ☐ Yes ☐ No

If "Yes", attach the Certificate of Group Health Plan Coverage

Please note that if you do not provide the Certificate of Group Health Plan Coverage, you and any dependents to be covered, may be required to satisfy the pre-existing conditions limitation, if applicable.

SECTION III: PRE-EXISTING CONDITIONS STATEMENT

Note: This information may ONLY be used to determine if a condition is a pre-existing condition. You CANNOT be denied coverage under a health benefits plan on the basis of accurate responses to the following questions. Carriers can only use the information to expedite the processing of claims. However, benefits, services or supplies for the treatment of a pre-existing condition may be limited for 180 days. This limitation of benefits, services and supplies applies only to employer groups with 2 - 5 employees and to late enrollees. Consult the agent or carrier for information on the waiving of this limitation under circumstances as provided under New Jersey Law.

1. During the past 6 months have you, or any dependent to be covered had, or been diagnosed as having:

- | | Yes | No |
|-----------------------------------------------------|--------------------------|--------------------------|
| a. Alcoholism or Drug Abuse | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Arthritis | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Blood Disorder | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Back or Neck Disorder, Injury or Pain | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Cancer or Tumors | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Diabetes | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Gastro or Intestinal Disorder | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Heart Disorder or Condition or Chest Pains | <input type="checkbox"/> | <input type="checkbox"/> |
| i. High Blood Pressure | <input type="checkbox"/> | <input type="checkbox"/> |
| j. Kidney or Liver Disorder | <input type="checkbox"/> | <input type="checkbox"/> |
| k. Lung or Respiratory Disorder | <input type="checkbox"/> | <input type="checkbox"/> |
| l. Mental or Nervous Disorder | <input type="checkbox"/> | <input type="checkbox"/> |
| m. Paralysis, Stroke or Epilepsy | <input type="checkbox"/> | <input type="checkbox"/> |

2. During the past 6 months, have you or any dependent to be covered:

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| a. been examined or treated by a physician or other health care provider for any condition, illness or injury, other than as stated above? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. been advised to have treatment or surgery or testing that has not been done? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. been admitted to a hospital or other health care facility as an inpatient? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. taken prescribed medication(s)? | <input type="checkbox"/> | <input type="checkbox"/> |

Please give details of any "Yes" answers to any parts of questions 1 or 2. Attach a separate sheet if more space is needed for answers. The separate sheet should be signed and dated.

Question Number and Letter	Name of Person	Condition	Duration of Symptoms, Treatment, Degree of Recovery	Date	Name and Address of Hospitals, Practitioners

SECTION IV: HEALTH CARE SECTION

(If you are enrolling in the Liberty Plan PPO do not complete this section)

Full Name (Last, First, Middle Initial)	Primary Care Physician	Oxford ID #	OB/GYN	Oxford ID #
Employee				
Spouse				
Child				
Child				
Child				
Child				

NOTE: A Primary Care Physician **must be selected** for each adult member and a Pediatrician must be selected for each child. Woman over the age of 16 must also select a OB/GYN.

Plan Selection: _____

SECTION V: DECLARATION AND AUTHORIZATION

I hereby enroll for the group coverage to which I am or may be entitled. I authorize deductions from my pay for my share of the cost, if any.

I represent that to the best of my knowledge and belief, the statements and answers given above are true and complete. I understand that the information, shall form the basis upon which I may be included for coverage under the group plan.

I understand that:

- the coverage applied for will not take effect unless:
 - after review of this Enrollment Form, Oxford Health Insurance, Inc. (OHI) accepts it;
 - the first premium has been paid to Oxford Health Insurance, Inc.; and
- no person, except an officer of OHI has authority to: determine whether certificate shall be issued based on this Enrollment Form; waive or modify any of the provisions of the Enrollment Form; or any of OHI's requirements; to bind OHI by any statement or promise pertaining to any certificate to be issued on the basis of this Enrollment Form; or accept any information or representation not contained in the written Enrollment Form.
- the Employer is hereby designated my representative for the purpose of receiving contributions and remitting them to OHI.
- OHI does not pay benefits for charges, or provide services or supplies related to a pre-existing condition for 180 days, measured from the enrollment date. I understand that a Pre-Existing Condition is an Illness or Injury which manifests itself in the six months before a person's Enrollment Date, and for which medical advice, diagnosis, care, or treatment was recommended or received during the six months immediately preceding the Enrollment Date. I also understand that New Jersey Law only permits the application of the pre-existing conditions limitation under certain circumstances and that I or my dependents will only be subject to this limitation to the extent permitted by New Jersey Law.

Unless I request otherwise in writing, I understand that by signing below when I file a claim, OHI may pay the health care benefits directly to the provider instead of to me.

I state that I am a resident of New Jersey and I live, reside or work within OHI's service area. I understand that if I omit or falsify any statement on this enrollment form, OHI can cancel my coverage as of the original effective date.

Any person who includes any false or misleading information on an application or enrollment form for a health benefits plan is subject to criminal and civil penalties.

Note: A person who was covered under Creditable Coverage has a right to request a certificate from the prior plan or issuer to demonstrate that he or she was covered under Creditable Coverage. If necessary, OHI will assist the person in obtaining a certificate from the prior plan or issuer.

SECTION V: CONTINUED

AUTHORIZATION

1. I authorize the sources stated below to give to OHI, or any consumer reporting agency acting on its behalf, information about me and my minor children, if applying for coverage. Such information will pertain to employment; other health coverage; and medical care, advice, treatment or supplies for any physical or mental condition. Authorized sources are: any physician or medical professional; any hospital, clinic or other medical care institution; any carrier; any consumer reporting agency; any employer.
2. I understand that I may revoke this authorization at any time. I agree that such revocation will not affect any action which OHI has taken in reliance on the authorization. I understand this authorization will not be valid after 30 months, if not revoked earlier.
3. I know that I have a right to receive a copy of this authorization if I request one.
4. I agree that a photocopy of this authorization is as valid as the original.

(Date Signed)

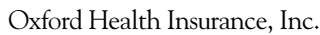
(Signature of Employee)

(Date Signed)

(Signature of Spouse, if providing information on the pre-existing conditions statement)

(Date Signed)

(Signature of Child Who is age 18 or older, if providing information on the pre-existing conditions statement)



New Jersey Small Employer Health Benefits Waiver of Coverage

OHI T 5/95 1086 - rev. 7/99