



A nonprofit independent licensee of the BlueCross BlueShield Association
P.O. Box 21146, Eagan, MN 55121

DO NOT USE – FOR INTERNAL PURPOSES ONLY

HIOS ID# _____
EC _____

Instructions on last page. All Dates = mm/dd/yy

GROUP ENROLLMENT FORM

PLEASE PRINT CLEARLY

1 – Group Employer Information

This section should be completed by the Group Benefits Administrator.

This application cannot be processed without this information and a signature.

Please use blue or black ink, print one character per box

Group # _____ Subgroup # _____ Class# _____

Employer Name _____

Association/Chamber Name (if applicable) _____

Group Administrator Signature/Date _____

Subscriber Status:

Active Retired COBRA Cancelled

Please indicate reason for COBRA:

Left Employment/Retirement Death of Spouse
 Divorce/Legal Separation Dependent Reached Max Age
 Loss of Student Status Other _____

Effective Date _____

COBRA Effective Date _____

Hire/Rehire Date _____

Retired Effective Date _____

Dental Group # _____ Subgroup # _____

Was the employee subject to a waiting period before enrolling in your employer health plan? No Yes

If yes, what was the start date: _____ and end date _____

2 – Subscriber Plan Selection

Department # _____ Employee # _____

Please use blue or black ink, print one character per box. Check applicable plan(s).

Classic Blue Traditional
 BCBS & Enhanced Benefits (I4)
Classic Blue Comprehensive
 \$100 Single/\$300 Family Deductible (IG)
 \$200 Single/\$600 Family Deductible (IH)
 \$300 Single/\$900 Family Deductible (II)
 \$500 Single/\$1,500 Family Deductible (IJ)
 \$1,000 Single/\$3,000 Family Deductible (IK)
BluePreferred PPO
 \$5 Copay (FA)
 \$10 Copay (FB)
 \$15 Copay (FC)
 \$20 Copay (FD)

Excellus BluePPO
 Option A (P1) Option H-Split (PD) Option K Split (AVE)
 Option B (P2) Option H-2 Split (PE) Option L (PN)
 Option C (P3) Option I (PF) Option L-2 (PV)
 Option C-2 (P4) Option I Split (PG) Option L Split (AVF)
 Option C-3 (P5) Option I Split-2 (AVD) Option M-1 (BQW)
 Option C-4 (PU) Option I-2 (PH) Option M-2 (BQX)
 Option D (P6) Option I-3 (PI) Option M-3 (BQY)
 Option E (P8) Option J (PJ) Option M-4 (BQZ)
 Option G (PB) Option J-2 (PL)
 Option H (PD) Option K (PM)

Please check coverage type and person(s) to be covered:
 Medical single sub & spouse sub & dependent(s) family
 Dental single sub & spouse sub & dependent(s) family

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

Excellus BlueEPO **Signature Series**
 Option A (Q1) Option I Split 2 (AWD) Signature Copay 1 (DAA)
 Option B (Q2) Option J (QA) Signature Hybrid 1 (DAB)
 Option C (Q3) Option K (QB) Signature Hybrid 2 (DAC)
 Option C-3 (QD) Option K Split (AWE) Signature Hybrid 3 (DAD)
 Option D (Q4) Option L (QC) Signature Deductible 1 (DAE)
 Option I (Q9) Option L Split (AWF) Signature Deductible 2 (DAF)
 Signature Deductible 3 (DAG)
 Signature Deductible 4 (DAH)

3 – Reason for Enrollment/Change

Subscriber, please indicate the reason for this enrollment or change.

New Hire COBRA Retirement Loss of Coverage Domestic Partner
 Open Enrollment Address/Phone Number Last Name Age 65+ Remove Dependent Change in Student Status
 Medicare Eligible / Please indicate reason for Medicare eligibility: Newborn Disability End Stage Renal Disease
 Add Dependent / Please indicate reason for adding dependent: Adoption Marriage Marital Status Change

4 – Subscriber Information

Please complete both sides of this application.

The subscriber signature is required in order to process the application.

Subscriber's Last Name _____ Subscriber's First Name _____

Middle Initial _____ Title _____ E-mail Address _____

Mailing Address _____ Apt or Suite _____

City _____ State _____ Zip _____

Work Phone Number _____ Home Phone Number _____ Cell Phone Number _____

Date of Birth _____ Gender M F Social Security Number* _____

Marital Status: Single Married Legally Separated Divorced/ Marital Status Event Date _____

Medicare Number (if applicable) _____ Part A Effective Date _____ Part B Effective Date _____

If Medicare eligible due to ESRD please check type of dialysis: Self administered Facilitated Date started _____

5 – Other Coverage Information Have you ever been a member of Excellus BlueCross BlueShield? Yes No **In addition, please provide a copy of your “Certificate of Coverage” from your former health insurance carrier or employer.**

Are you or any member of your family enrolled in any other health or dental insurance policy (including Medicare or Medicaid)? Health? No Yes /Dental? No Yes

If answering “Yes”, are you keeping the additional health or dental coverage? Health? No Yes /Dental? No Yes

Who did the other plan cover? Self Spouse Children
Other insurance carrier name: _____
Other insurance name of policyholder: _____
Policy ID Number: _____ Effective Date _____ Termination Date _____

6 – Cancellation Information
Please indicate who is being cancelled and the reason for cancellation (reason listing on page 4).

Subscriber Medical /Reason _____ Date _____
 Dental /Reason _____ Date _____
Dependent (list each dependent in section 7)
 Medical / Reason _____ Date _____
 Dental /Reason _____ Date _____

7 – Dependent Information
Please provide all information for each person to be covered.

Subscriber’s Last Name _____ Subscriber’s First Name _____
Spouse/Domestic Partner Last Name _____ Spouse/Domestic Partner First Name _____ M.I. _____

Male Date of Birth _____ Social Security Number* _____ Are you enrolling as a Domestic Partner?
 Female _____ _____ Yes No

Medicare Number (if applicable) _____ Part A Effective Date _____ Part B Effective Date _____

Dependent’s Last Name _____ Dependent’s First Name _____ M.I. _____

Male Date of Birth _____ Social Security Number* _____ Is your over-age dependent handicapped or disabled? Yes
 Female _____ _____ (See last page for additional information) No

Is Dependent a full time student? No Yes If yes, please indicate college/university name:
College/University Name _____ Expected Graduation Date _____ Credit hours _____

8 – Release/Signature
Subscriber signature required. You must sign and date this form to be eligible for insurance.

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. I have thoroughly read, understand and agree to comply with the terms of the Release on the back.

Subscriber Signature _____ **Date** _____

GROUP ENROLLMENT FORM

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9 – Additional Dependents

Please provide all information for each person to be covered.

Subscriber's Last Name _____ Subscriber's First Name _____
Dependent's Last Name _____ Dependent's First Name _____ M.I. _____
 Male Date of Birth _____ Social Security Number* _____ Is your over-age dependent handicapped or disabled? Yes
 Female _____ (See last page for additional information) No
Is Dependent a full time student? No Yes If yes, please indicate college/university name:
College/University Name _____ Expected Graduation Date _____ Credit hours _____

Dependent's Last Name _____ Dependent's First Name _____ M.I. _____
 Male Date of Birth _____ Social Security Number* _____ Is your over-age dependent handicapped or disabled? Yes
 Female _____ (See last page for additional information) No
Is Dependent a full time student? No Yes If yes, please indicate college/university name:
College/University Name _____ Expected Graduation Date _____ Credit hours _____

Dependent's Last Name _____ Dependent's First Name _____ M.I. _____
 Male Date of Birth _____ Social Security Number* _____ Is your over-age dependent handicapped or disabled? Yes
 Female _____ (See last page for additional information) No
Is Dependent a full time student? No Yes If yes, please indicate college/university name:
College/University Name _____ Expected Graduation Date _____ Credit hours _____

Dependent's Last Name _____ Dependent's First Name _____ M.I. _____
 Male Date of Birth _____ Social Security Number* _____ Is your over-age dependent handicapped or disabled? Yes
 Female _____ (See last page for additional information) No
Is Dependent a full time student? No Yes If yes, please indicate college/university name:
College/University Name _____ Expected Graduation Date _____ Credit hours _____

Instruction Page

Reason for Enrollment/Change: Check the appropriate action in the space provided. 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/Representative 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.

Cancel Request

To Cancel an Employee/Subscriber using the Group Enrollment Form:

- check Subscriber box
- check Products to be cancelled (Medical, Dental)
- indicate Cancellation Date in space provided
- complete Subscriber Information

Cancel Subscriber Reasons

Left Employer/No Longer Eligible	COBRA End Date
Commercial	Subscriber Request
COBRA Begin Date	Subscriber Deceased
COBRA Handicapped/Disabled Date	Spouse's Insurance
Transfer to Traditional	Medicaid
Transfer to HMO	Medicare
Transfer to POS	

To Cancel a Dependent using the Group Enrollment Form:

- check Dependent box
- check Products to be cancelled (Medical, Dental)
- indicate Cancellation Date in space provided
- complete Subscriber Information
- complete Dependent Name and Dependent Birth date

Cancel Dependent Reasons

Marriage – when permitted by law	COBRA Begin Date
Dependent Over Age	Subscriber Request
Deceased	Divorce
Ineligible Student	Medicare

COVERAGE TYPE All products may not be applicable to your employer group. Please check with your Group Administrator/Representative.

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

FAMILY MEMBER INFORMATION If there are more than seven dependents please use an additional form.
*We are required to ask for your social security number in order to meet our reporting obligations under the Affordable Care Act.

QUALIFIED GUIDELINES:

- A legal spouse (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:
 - natural, adopted or stepchild
- Other: Please contact your Group Administrator/Representative for the appropriate form. These dependents have additional eligibility requirements.

Dependents pending adoption, for whom you are the legal guardian, and/or a handicapped or disabled dependent who is over the dependent age for your employer group.

RELEASE

- I am applying to enroll myself and my eligible dependents, if any, under the medical and/or dental contract.
- In the event that a premium contribution is required of me, I agree to pay the premium amounts applicable to the contract under which I am covered. I authorize my employer to deduct from my payroll such applicable amounts and to remit them to Excellus BlueCross BlueShield.
- If this application is made on behalf of a minor, the responsible party must complete the application.
- By accepting this contract, I grant permission to Excellus BlueCross BlueShield to submit charges to and/or recover payment from any other insurance carrier acting as my primary insurer.
- I authorize Excellus BlueCross BlueShield to request and receive medical or dental information regarding me or my covered dependents from my healthcare practitioner or healthcare institution either orally or in writing and to use this information for providing coverage. Providing coverage includes: processing claims, reviewing grievances or complaints involving care and quality assurance reviews of care, whether based on a specific complaint or a routine audit of randomly selected cases. In the use of data for these purposes, we may transmit personal information to third parties with which we contract, including pharmacy benefit managers, disease management vendors or surveyors.
- I hereby represent that all information furnished by me hereon is true and complete to the best of my knowledge.
- **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 an out-of-network benefit which 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.
- (Applies to Dental Only) The certificate or contract for which application is being made may impose a waiting period on member(s) up to twelve (12) months for preexisting conditions, subject to the provisions of applicable law including creditable coverage requirements. The certificate or contract document will describe any applicable waiting periods.

GROUP EMPLOYER INFORMATION This section to be completed and signed by the Employer Group Administrator/Representative. Complete only the coverage section (Medical/Dental) that is applicable to the employee's request.

If you have any questions, please contact your Group Administrator/Representative

Or, visit us at:

www.excellusbcbs.com

Notice of Nondiscrimination

Our Health Plan complies with federal civil rights laws. We do not discriminate on the basis of race, color, national origin, age, disability, or sex. The Health Plan does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

The Health Plan:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services and are a Child Health Plus or Managed Medicaid member, please call 1-800-650-4359. If you are an Essential Plan member, please call 1-877-626-9298. All others please call 1-800-499-1275.

If you believe that the Health Plan has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with:

Advocacy Department
Attn: Civil Rights Coordinator
PO Box 4717
Syracuse, NY 13221
Telephone number: 1-800-614-6575
TTY number: 1-800-421-1220
Fax: 1-315-671-6656

You can file a grievance in person or by mail or fax. If you need help filing a grievance, the Health Plan's Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
1-800-368-1019, 1-800-537-7697 (TDD)
Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Atención: Si habla español, contamos con ayuda gratuita de idiomas disponible para usted. Si usted es un asegurado de Child Health Plus o Managed Medicaid, llame al número 1-800-650-4359. Si usted es un asegurado de Essential Plan, llame al número 1-877-626-9298. Todos los demás pueden llamar al número 1-800-499-1275.

注意：如果您说中文，您可免费获得语言协助服务。如果您是 Child Health Plus 或 Managed Medicaid 会员，请拨打 1-800-650-4359。如果您是 Essential Plan 会员，请拨打 1-877-626-9298。如非上述会员，请您拨打 1-800-499-1275。

Внимание! Если ваш родной язык русский, вам могут быть предоставлены бесплатные переводческие услуги. Если вы являетесь участником программы Child Health Plus или Managed Medicaid, позвоните по телефону 1-800-650-4359. Если вы являетесь участником программы Essential Plan, позвоните по телефону 1-877-626-9298. Всех остальных просим звонить по телефону 1-800-499-1275.

Atansyon: Si ou pa pale Kreyòl Ayisyen, gen èd gratis nan lang ki disponib pou ou. Si ou se yon manm Child Health Plus oswa Managed Medicaid, tanpri rele nimewo 1-800-650-4359. Si ou se yon manm Essential Plan, tanpri rele nimewo 1-877-626-9298. Tout lòt moun yo, tanpri rele nimewo 1-800-499-1275.

알려드립니다: 한국어를 사용하시는 경우, 무료 언어 지원을 받으실 수 있습니다. Child Health Plus 또는 Managed Medicaid 회원이신 경우, 1-800-650-4359번으로 전화해 주십시오. Essential Plan 회원이신 경우, 1-877-626-9298번으로 전화해 주십시오. 기타의 경우 1-800-499-1275번으로 전화해 주십시오.

Attenzione: Se la vostra lingua parlata è l'italiano, potete usufruire di assistenza linguistica gratuita. Se siete iscritti a un programma Child Health Plus o Managed Medicaid, chiamate il numero 1-800-650-4359. Se siete iscritti a un programma Essential Plan, chiamate il numero 1-877-626-9298. In tutti gli altri casi, chiamate il numero 1-800-499-1275.

אויפמערקזאם: אויב איר רעדט אידיש, איז אומזיסטע שפראך הילף אוועילעבל פאר אייך. אויב ביטע רופט 1-800-650-4359, Managed Medicaid מעמבער אדער Child Health Plus איר זענט א מעמבער, ביטע רופט 1-877-626-9298 אלע אנדערע ביטע רופט Essential Plan אויב איר זענט אן 1-800-499-1275.

নজর দিন: যদি আপনি বাংলায় কথা বলেন তাহলে আপনার জন্য বিনামূল্যের সাহায্য উপলভ্য রয়েছে। আপনি Child Health Plus বা Managed Medicaid এর সদস্য হলে অনুগ্রহ করে 1-800-650-4359 নম্বরে ফোন করুন। আপনি Essential Plan এর সদস্য হলে অনুগ্রহ করে 1-877-626-9298 নম্বরে ফোন করুন। অন্যান্য সমস্ত প্রশ্নের জন্য, অনুগ্রহ করে 1-800-499-1275 নম্বরে কল করুন।

Uwaga: jeśli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Jeśli jesteś członkiem ubezpieczenia Health Plus lub Managed Medicaid, zadzwoń pod nr 1-800-650-4359. Jeśli jesteś członkiem ubezpieczenia Essential Plan, zadzwoń pod nr 1-877-626-9298. Pozostałe osoby powinny dzwonić pod nr 1-800-499-1275.

Child تنبيه: إذا كنت تتحدث اللغة العربية، فإن المساعدة اللغوية المجانية متاحة لك. إذا كنت عضواً في Health Plus أو Managed Medicaid، يرجى الاتصال على الرقم 1-800-650-4359. إذا كنت عضواً في Essential Plan، يرجى الاتصال على الرقم 1-877-626-9298. لجميع البرامج الأخرى، يرجى الاتصال على الرقم 1-800-499-1275.

Remarque : si vous parlez français, une assistance linguistique gratuite vous est proposée. Si vous êtes un membre du programme Child Health Plus ou Managed Medicaid, veuillez appeler le 1-800-650-4359. Si vous êtes un membre du programme Essential Plan, veuillez appeler le 1-877-626-9298. Si vous êtes dans une autre situation, veuillez appeler le 1-800-499-1275.

نوٹ: اگر آپ اردو بولتے ہیں تو آپ کے لیے مفت میں زبان کی مدد دستیاب ہے۔ اگر آپ Child Health Plus یا Managed Medicaid کے ممبر ہیں تو براہ کرم 1-800-650-4359 پر کال کریں۔ اگر آپ Essential Plan کے ممبر ہیں تو براہ کرم 1-877-626-9298 پر کال کریں۔ باقی سبھی لوگ براہ کرم 1-800-499-1275 پر کال کریں۔

Paunawa: Kung nagsasalita ka ng Tagalog, may magagamit kang libreng tulong sa wika. Kung isa kang miyembro ng Child Health Plus o Managed Medicaid, mangyaring tumawag sa 1-800-650-4359. Kung isa kang miyembro ng Essential Plan, mangyaring tumawag sa 1-877-626-9298. Para sa lahat ng iba pa, mangyaring tumawag sa 1-800-499-1275.

Προσοχή: Αν μιλάτε Ελληνικά μπορούμε να σας προσφέρουμε βοήθεια στη γλώσσα σας δωρεάν. Αν είστε μέλος των προγραμμάτων Child Health Plus ή Managed Medicaid, καλέστε στο 1-800-650-4359. Αν είστε μέλος του προγράμματος Essential Plan, καλέστε στο 1-877-626-9298. Διαφορετικά, καλέστε στο 1-800-499-1275.

Vini re: Nëse flisni shqip, ju ofrohet ndihmë gjuhësore falas. Nëse jeni anëtar i "Child Health Plus" ose "Managed Medicaid", ju lutemi të telefononi numrin 1-800-650-4359. Nëse jeni anëtar i planit bazë, ju lutemi të telefononi numrin 1-877-626-9298. Të gjithë personave të tjerë iu lutemi që të telefonojnë numrin 1-800-499-1275.