



A nonprofit independent licensee of the Blue Cross Blue Shield Association

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

EC4B Engineering PC <small>Employer Name</small>		_____ <small>Association/Chamber Name (if applicable)</small>		Check Desired Action <input type="checkbox"/> Add <input type="checkbox"/> Cancel <input type="checkbox"/> Change			
_____ <small>Group Administrator's Signature (required)</small>		_____ <small>Date</small>		_____ <small>Employee's ID Number</small>		_____ <small>Department Number</small>	
<h4 style="text-align: center; color: #0070C0;">Medical Information</h4> <p>00096048 <small>Medical Group Number (8 digits)</small></p> <p>001 <small>Medical Subgroup Medical Class</small></p> <p>_____/_____/_____ Medical Effective Date</p> <p>Who do you need Medical coverage for? <input type="checkbox"/> Self Only <input type="checkbox"/> Family <input type="checkbox"/> Self & Child(ren) <input type="checkbox"/> Self & Spouse, or Self & Domestic Partner</p> <h4 style="text-align: center; color: #0070C0;">Medical Plan Selection</h4> <input type="checkbox"/> SimplyBlue Plus Silver 2 (TFP8) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<h4 style="text-align: center; color: #0070C0;">Dental Information</h4> <p>_____ <small>Dental Group Number (8 digits)</small></p> <p>_____/_____ <small>Dental Subgroup Dental Class</small></p> <p>_____/_____/_____ Dental Effective Date</p> <p>Who do you need Dental coverage for? <input type="checkbox"/> Self Only <input type="checkbox"/> Family <input type="checkbox"/> Self & Child(ren) <input type="checkbox"/> Self & Spouse, or Self & Domestic Partner</p> <h4 style="text-align: center; color: #0070C0;">Dental Plan Selection</h4> <input type="checkbox"/>		<h4 style="text-align: center; color: #0070C0;">Vision Information</h4> <p>_____ <small>Vision Group Number (8 digits)</small></p> <p>_____/_____ <small>Vision Subgroup Vision Class</small></p> <p>_____/_____/_____ Vision Effective Date</p> <p>Who do you need Vision coverage for? <input type="checkbox"/> Self Only <input type="checkbox"/> Family <input type="checkbox"/> Self & Child(ren) <input type="checkbox"/> Self & Spouse, or Self & Domestic Partner</p> <h4 style="text-align: center; color: #0070C0;">Vision Plan Selection</h4> <input type="checkbox"/>			
Subscriber Status: <input type="checkbox"/> Actively Working <input type="checkbox"/> Retired <input type="checkbox"/> Disabled <input type="checkbox"/> Canceled <input type="checkbox"/> COBRA							

Section 2: Subscriber's Information

_____ Last Name	Birthdate: _____ / _____ / _____
_____ First Name	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Transgender Male <input type="checkbox"/> Male <input type="checkbox"/> Transgender Female <input type="checkbox"/> Gender X <input type="checkbox"/> Prefer to self-describe: _____
_____ Middle Initial	Gender identity (optional): <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Non-binary
_____ Title (e.g., Jr, Sr, III, etc.)	Social Security Number** _____
_____ Street Address	Date of Hire/Rehire: _____ / _____ / _____
_____ City	Retirement Date: _____ / _____ / _____
_____ State	<input type="checkbox"/> Age 65+ <input type="checkbox"/> Disability Subscriber's Medicare Number (if applicable) <input type="checkbox"/> End Stage Renal *
_____ Zip Code	_____ / _____ / _____ Medicare Part A Effective Date Medicare Part B Effective Date
_____ Phone	

Section 3: Reason for enrollment or change To be completed by the Group Administrator Not required for cancellations

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

* = Not eligible for COBRA

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

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** _____, _____, _____

Gender identity (optional): Transgender Male Transgender Female Non-binary Prefer not to say Prefer to self-describe: _____

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** _____, _____, _____

Gender identity (optional): Transgender Male Transgender Female Non-binary Prefer not to say Prefer to self-describe: _____

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** _____ , _____ , _____
Gender identity (optional): Transgender Male Transgender Female Non-binary Prefer not to say Prefer to self-describe: _____

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 Excellus BCBS 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 21146 Eagan, MN 55121-0146
 If you have questions, please contact your Group Administrator. Or, visit us at: ExcellusBCBS.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.

Gender and gender identity: Excellus BlueCross BlueShield does not discriminate on the basis of gender identity, gender expression or behavior. In order to ensure that you are receiving access to high quality, affordable health care based on your individual needs, we ask that you consider completing this **optional gender identity section** of the application. Excellus BlueCross BlueShield will not limit coverage or impose any additional cost-sharing for any otherwise-covered services that are ordinarily available to individuals of one sex, to a transgender individual, based on the fact that an individual's sex assigned at birth, gender identity, gender expression or behavior or gender otherwise recorded is different from the gender for which health care services are ordinarily available.

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)
- 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.