

Employee Change Form



INSTRUCTIONS:

Please complete this form **ONLY** if you are making changes to your existing coverage. If you are **APPLYING** for coverage or **ADDING** a dependent(s), complete the Anthem "Enrollment Application" instead of this form.

If you are cancelling coverage for a dependent, or changing a name, please provide a reason in the designated sections. Complete electronically, or in blue or black ink and return to your employer. Please use extra sheets of paper if necessary. NOTE: Some changes may be made by accessing anthem.com.

Section 1: Employer/Group use – Required

Employer name		Employer address		
Group no.	Sub-group no./Life division no.	Requested effective date	Life classification	Employee no./Dept. name

Section 2: Reason for change – Required. Please be sure to provide date of event.

Event date	<input type="checkbox"/> Address	<input type="checkbox"/> Add dependent	<input type="checkbox"/> Change Life beneficiary	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Name change	<input type="checkbox"/> Cancel dependent	<input type="checkbox"/> Change Life classification	<input type="checkbox"/> Enrollment in Medicare (Fill in Section 7)
	<input type="checkbox"/> Benefit change	<input type="checkbox"/> Conversion	<input type="checkbox"/> Waiving coverage (Fill in Section 10)	

Section 3: Plan/Type of coverage

Medical			Type of coverage
If multiple Medical Plans are available, please indicate the plan type below and write plan number in the space provided.			
<input type="checkbox"/> HMO	<input type="checkbox"/> Blue Priority SM (a Health Insuring Corporation product or HIC)	<input type="checkbox"/> Lumenos [®] HIA PPO	<input type="checkbox"/> Employee only
<input type="checkbox"/> POS	<input type="checkbox"/> Anthem Essential SM PPO	<input type="checkbox"/> Lumenos [®] Health Incentive Account Plus PPO	<input type="checkbox"/> Employee+spouse (DP)
<input type="checkbox"/> PPO	<input type="checkbox"/> Lumenos [®] HSA PPO*	<input type="checkbox"/> Lumenos [®] Deductible First HRA PPO	<input type="checkbox"/> Employee+child(ren)
<input type="checkbox"/> Blue Traditional [®]	<input type="checkbox"/> Lumenos [®] HRA PPO		<input type="checkbox"/> Family coverage
If multiple Medical Plans are available, write plan number:			<input type="checkbox"/> No coverage
*Anthem will facilitate the opening of a Health Savings Account (HSA) in your name, if directed by your Employer.			
Dental		Vision	Life
To apply for BUY-UP coverage, check PPO and write in the plan number on the line provided.			
<input type="checkbox"/> PPO _____	Type of coverage	Type of coverage	<input type="checkbox"/> Life
<input type="checkbox"/> Dental Blue [®] 100/200/300	<input type="checkbox"/> Employee only	<input type="checkbox"/> Employee only	(Fill in Section 6)
<input type="checkbox"/> Dental Blue [®] 100	<input type="checkbox"/> Employee+spouse	<input type="checkbox"/> Employee+spouse (DP)	
<input type="checkbox"/> Traditional	<input type="checkbox"/> Employee+child(ren)	<input type="checkbox"/> Family coverage	
	<input type="checkbox"/> Family coverage	<input type="checkbox"/> No coverage	
	<input type="checkbox"/> No coverage		

Section 4: Employee information – Required

Last name		First name		M.I.	Date of birth	Age	Social Security no.* (required)	
Sex <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced	Height	Weight	Home phone		Email address		Hours worked per week
Address					City	State	ZIP code	County

Section 5: Family information – Spouse and dependents to be changed/cancelled, attach a separate sheet if necessary.

Please read the Genetic Information Non-discrimination Act (GINA) information in Section 8, Significant Terms, prior to answering the questions in Section 5.

Spouse/Domestic Partner	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Reason for change			
	Last name		First name		
	Date of birth		M.I.	Social Security no.* (required)	
	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Relationship to employee <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner		If spouse/DP address is different than employee, provide full address	

*Anthem is required by the Internal Revenue Service to collect this information.

Employee name

Social Security no.

Section 5: Family information – Continued. Spouse and dependents to be changed/cancelled, attach a separate sheet if necessary.

Please read the Genetic Information Non-discrimination Act (GINA) information in Section 8, Significant Terms, prior to answering the questions in Section 5.

Form for dependent information including checkboxes for Add, Change, Cancel, and fields for Last name, First name, M.I., Social Security no., Date of birth, Sex, Relationship to employee, and Address.

Section 6: Life and disability insurance

Form for life and disability insurance including Current income, Currently actively at work, and checkboxes for Basic Life, Supplemental Life, Basic AD&D, Short-Term Disability, Dependent Life, Optional AD&D, and Long-Term Disability.

Anthem ByDesign Buy-Up. Check appropriate box and write in the percentage next to the benefit selected. Complete separate election form.

Form for Anthem ByDesign Buy-Up with checkboxes for Short-Term Disability, Long-Term Disability, and Basic Life.

Primary beneficiary

Form for primary beneficiary with fields for Last name, First name, M.I., Social Security no., Relationship to employee, and Age.

Contingent beneficiary

Form for contingent beneficiary with fields for Last name, First name, M.I., Social Security no., Relationship to employee, and Age.

Section 7: Other health coverage

Do you and/or your dependents have other health coverage? Yes No If yes, complete below.

On the day your coverage begins, list family members, including yourself, who will be covered by any other health coverage

Form for other health coverage with fields for Provide name, phone number and address of the HMO or insurance company, Policy/certificate no., Effective date, Policy/certificate holder name, Social Security no., Date of birth, and Relationship to employee.

Are you and/or your dependents enrolled in Medicare or Medicaid? Yes No If yes, complete below.

Form for Medicare or Medicaid enrollment with fields for Enrollee name, Medicare/Medicaid ID no., Medicare Part A effective date, Medicare Part B effective date, ESRD onset date, Medicare Part D ID no., Medicare Part D Carrier, Medicare Part D effective date, and Medicare Part D term date.

Reason for Medicare entitlement: Age Disability ESRD & Disability End Stage Renal Disease (ESRD)

Section 8: Significant Terms, Conditions and Authorizations (TERMS) – Please read this section carefully before signing the application.

Genetic Information Non-discrimination Act (GINA): When answering questions about a person on this form, only give answers about that person, and do not include any genetic information.

Health Savings Account Notice: I authorize the financial custodian of my Health Savings Account (HSA) to give Anthem Blue Cross and Blue Shield facts about my HSA, including account number, account balance and account activity.

*Anthem is required by the Internal Revenue Service to collect this information.

Employee name

Social Security no.

Section 8: Significant Terms, Conditions and Authorizations (TERMS) – Please read this section carefully before signing the application.

1. I understand that I may not assign any payment under my Community Insurance Company (Anthem) program, unless allowable by law.
2. I agree to have money taken from my wages/pension, if necessary, to cover the premium cost for the coverage applied for.
3. I am asking for the coverage I chose on this form. If I made choices that are not available to me, I agree that my choices may be changed to those on the employer's application.
4. I understand that, to the extent allowed by law, Anthem reserves the right to accept or decline this application for coverage (and that Anthem Life Insurance Company may accept only certain people or terms for coverage), and that no right is created by my application for coverage.
5. I agree that I will let my employer know right away of any changes that would make me or any dependent(s) ineligible for this coverage.
6. If applying for HIC/HMO coverage, I understand that I may cancel my membership by providing written notice to Anthem within 72 hours of signing this application.
7. By signing this application, I agree to the taping or monitoring of any phone calls between Anthem and myself.
8. I understand that Anthem may collect personal information about me from outside sources, and that both personal and privileged information may only be disclosed to outside parties without my authorization if such disclosure is permitted by both the HIPAA Privacy Regulations (45 CFR. Parts 160 & 164) and the Ohio Revised Code § 3904.13. I also understand that under the HIPAA Privacy Regulations and Ohio law, I have a right to see and correct personal information that Anthem collects about me, and that I may receive a more detailed description of my rights under these laws by writing to Anthem.

I have read and accept the Significant Terms, Conditions and Authorizations as a condition of coverage. My answers to all questions are true to the best of my knowledge, and I understand that Anthem relies on these answers in accepting this application. I understand that any untrue answers or failure to report new medical information before my effective date may cause a material change in coverage or premium rates. Any material misrepresentation or significant omission found in this application may result in denial of benefits, rescission or cancellation of coverage. I agree to these terms for myself and on behalf of any dependents covered by the Plan. I am acting as their agent and representative. Any person who, with intent to defraud or knowing that he or she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

W-9 Certification Language – As part of the W-9 Certification required by the Internal Revenue Service (IRS), I certify that the Social Security number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding and I am a U.S. citizen or other U.S. person.

Anthem Blue Cross and Blue Shield is the trade name of Community Insurance Company

Section 9: Signature – Required, if you are applying for coverage. Please review your application for errors or omissions.

Read Section 8 carefully before signing. I have read and understand the language in the TERMS section of this application and agree to all of its terms.

Employee signature X	Date
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Section 10: Waiver of coverage – Complete for yourself and/or any eligible dependents. Check all that apply.

Type of coverage	Waived for	Name	Reason for waiving (already protected by coverage)
<input type="checkbox"/> Medical	<input type="checkbox"/> Self <input type="checkbox"/> Spouse/DP <input type="checkbox"/> Child(ren)		<input type="checkbox"/> Anthem <input type="checkbox"/> Other carrier <input type="checkbox"/> No coverage Certificate/policy no. or Carrier name and ID no.
<input type="checkbox"/> Dental	<input type="checkbox"/> Self <input type="checkbox"/> Spouse/DP <input type="checkbox"/> Child(ren)		<input type="checkbox"/> Anthem <input type="checkbox"/> Other carrier <input type="checkbox"/> No coverage Certificate/policy no. or Carrier name and ID no.
<input type="checkbox"/> Vision	<input type="checkbox"/> Self <input type="checkbox"/> Spouse/DP <input type="checkbox"/> Child(ren)		<input type="checkbox"/> Anthem <input type="checkbox"/> Other carrier <input type="checkbox"/> No coverage Certificate/policy no. or Carrier name and ID no.
<input type="checkbox"/> Life	<input type="checkbox"/> Self <input type="checkbox"/> Spouse/DP <input type="checkbox"/> Child(ren)		<input type="checkbox"/> Anthem <input type="checkbox"/> Other carrier <input type="checkbox"/> No coverage Certificate/policy no. or Carrier name and ID no.
<input type="checkbox"/> All	<input type="checkbox"/> Self <input type="checkbox"/> Spouse/DP <input type="checkbox"/> Child(ren)		<input type="checkbox"/> Anthem <input type="checkbox"/> Other carrier <input type="checkbox"/> No coverage Certificate/policy no. or Carrier name and ID no.

Check all that apply:

- I have been given a chance to apply for Community Insurance Company (Anthem) coverage, and after careful thought, I have decided not to take this offer. If I want to apply for coverage at a later date, I can, based on established methods. If I have decided not to take this offer of coverage for myself or my dependents (including my spouse) because of other health insurance coverage, Also, if I have a dependent as a result of marriage, birth, adoption or placement for adoption, I may be able to enroll myself and my dependents if I request enrollment within 31 days after the marriage, birth, adoption or placement of adoption.
I also understand that my dependents and I may sign up under two more circumstances:
 - Either my or my dependents' Medicaid or Children's Health Insurance Program (CHIP) coverage is terminated as a result of loss of eligibility; or
 - My dependents or I become eligible for a subsidy (state premium aid program).
 In these cases, I may be able to enroll myself and my dependents if I request enrollment within 60 days of the loss of Medicaid/CHIP or of the eligibility determination.
- I have been given a chance to apply for the group life benefits offered by my employer/group. The benefits have been explained to me. I and/or my dependent(s) have decided not to join. My dependent(s) or I were not pressured by my employer/group, agent or life carrier, to say no to this coverage, but instead we chose to say no of our own accord. I agree that if I want to ask for coverage in the future, I may be asked to give proof of insurability at my own cost.

Signature – Required, if you want to waive coverage for yourself and your dependents.

Employee signature X	Date
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