Group Enrollment Application/Change Form

Please read the instructions on the inside thoroughly before completing this enrollment application/change form.

BlueCross BlueShield of Texas

FORT DEARBORN LIFE
Insurance Company
A Member of The Preferred Financial Group

EE/CHG5 0807
48427.0807

GROUP ENROLLMENT APPLICATION /CHANGE FORM INSTRUCTIONS

PLEASE READ THOROUGHLY BEFORE COMPLETING ENROLLMENT APPLICATION / CHANGE FORM

Use a black or blue ball point pen only. Print neatly. Do not abbreviate.

SECTION 1

Check all the boxes that apply to indicate if you are a new enrollee or if you are requesting a change to your coverage. Indicate the event and date, if applicable. Complete the additional sections that correspond to your selection.

New Enrollee: Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, and 11 where applicable.

Add Dependent: Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, and 11 where applicable.

- If you are adding or enrolling a dependent due to court order, you must submit a copy of the court order or decree AND a completed Dependent Addition and Change Form for Court-Mandated Health Coverage.
- If student dependent coverage is part of your employer's plan and you are adding or enrolling a dependent child who is a student, you may be required to submit a completed Student Certification form.
- If you are applying for coverage for a disabled dependent child over the dependent age limit of your employer's plan, you are required to submit a completed Dependent Child's Statement of Disability form. A disabled dependent over the dependent age limit of your employer's plan must be certified by medical underwriting.

Change Primary Care Physician (PCP) or Primary Care Dentist (PCD): Complete Sections 1, 2, 3, 4, and 11. In Section 1, please give the reason you are changing your PCP or PCD and, in Section 4, include enrollee or dependent's name, social security number, date of birth, and name and number of the new PCP or PCD.

Change Address / Name: Complete Sections 1, 2, and 11.

Cancel Enrollee or Dependent: Complete Sections 1, 2, 4, and 11. In Section 4 include name, social security number, and date of birth of individual(s) canceling.

SECTIONS 2&3

Complete all areas that apply to you.

SECTION 4

Complete all areas that apply to you and each dependent. Only those applying for HMO or POS coverage should then select a PCP for each individual to be covered. List the name of the physician and the provider number from the provider directory or Provider Finder at **www.bcbstx.com**. Be sure to check the appropriate box for a new patient. Only HMO Blue Texas members that are applying for certain dental plans are required to select a Primary Care Dentist (PCD). **ATTENTION FEMALE MEMBERS:** In selecting your PCP, remember that your PCP's network may affect your choice of an OB/GYN. You have the right to receive services from an OB/GYN without first obtaining a referral from your PCP. However, for HMO members, the OB/GYN from whom you receive services must belong to the same physician practice group or independent practice association (IPA) as your PCP. This is another reason to make certain that your PCP's network includes the specialists – particularly the OB/GYN – and hospitals that you prefer. You are not required to designate an OB/GYN. You may elect to receive OB/GYN services from your PCP.

SECTION 5

Complete this section if your employer is offering life insurance coverage.

SECTION 6

Complete this section unless you are applying for HMO or In-Hospital Indemnity coverage.

SECTION 7

Complete this section if you or any dependent have other health care coverage through an employer (group coverage) that will not be cancelled when the coverage under this application becomes effective.

SECTION 8

Complete this section if you or any of your dependents are covered by Medicare.

SECTION 9

Complete this section if you are applying for coverage for a disabled dependent child over the dependent child age limit of your employer's plan. A disabled dependent must be certified by medical underwriting and a completed Dependent Child's Statement of Disability form must be submitted with this enrollment application.

SECTION 10

Complete this section if you are declining health coverage for yourself and your dependents. Anyone declining coverage for any reason should complete Section 10, not just those declining because of other coverage.

IMPORTANT NOTICE – DECLINATION OF HEALTH COVERAGE

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health care coverage, you may, in the future, be able to enroll yourself or your dependents in the plan provided you request enrollment within 31 days after your other coverage ends. In addition, if you have a new dependent as a result of a marriage, birth, adoption or becoming a party in a suit for adoption, you may be able to enroll yourself and your dependents provided that you request enrollment within 31 days after the marriage, birth, adoption or suit for adoption.

SECTION 11

Sign your name and date the enrollment application, if you agree to the conditions set forth in this section. Your enrollment application should be submitted to your employer's **Enrollment Department**, who will then submit your form to:
Group Accounts Dept. • P. O. Box 655730 • Dallas, TX 75265-5730

Forms referenced above may be obtained by accessing the BCBSTX website at www.bcbstx.com, from your Marketing Service Representative, or from your employer. If you have any questions, please contact your Marketing Service Representative.

H 017563 Group # | Section # | Dept # | Social Security Number

Group # | Section # | Dept # | Category

ENROLLMENT APPLICATION/CHANGE FORM

BlueCross BlueShield of Texas

FORT DEARBORN LIFE Insurance Company — A Member of The Preferred Financial Group

SECTION 1 — ENROLLMENT EVENTS

PLEASE CHECK ALL THAT APPLY – IF YOU ARE DECLINING COVERAGE, COMPLETE SECTIONS 2 AND 10 ONLY.

☒ **New Enrollee** ☐ **Add Dependent**
Are you applying as a result of a Special Enrollment Event? ☐ Yes ☐ No **If yes, select Event:** ☐ Marriage ☐ Birth, Adoption, Suit for Adoption ☐ Court Order (see instructions) ☐ Loss of Other Coverage (provide Certification of Coverage) ☐ Other (Explain): ____

Indicate Event Date: ___ / ___ / ___

Add Coverage: ☒ Health ☐ Dental ☐ Term Life ☐ Dependent Life ☐ Short Term Disability (STD) ☐ Long Term Disability (LTD)

☐ **Change Primary Care Physician (PCP)** Reason: ____

☐ **Change Primary Care Dentist (PCD)** Reason: ____

☐ **Change Address/Name**

☐ **Cancel Enrollee** ☐ **Cancel Dependent**
List names of those canceling in Section 4 below
Event: ☐ Divorce ☐ Death ☐ Terminated Employment ☐ Other

Indicate Event Date: ___ / ___ / ___

Cancel Coverage: ☐ Health ☐ Dental ☐ Term Life ☐ Dependent Life ☐ STD ☐ LTD

SECTION 2 — PLEASE TELL US ABOUT YOURSELF

COMPLETE EVEN IF DECLINING COVERAGE

Last Name	First Name	MI (opt)	Suffix	Date of Birth	Social Security Number
				/ /	– –

Mailing Address - Street - Apt#	City	State	Zip

E-Mail Address (opt)	☐ Male ☐ Female	Business Phone #	Home Phone #

Name of Employer	Date of Employment	Do you usually work at least 30 hours a week for this employer?
GTN Technical Staffing	/ /	☐ Yes ☐ No

Eligibility Status: ☐ Active Employee ☐ Retired Employee - Date of Retirement: ____ ☐ COBRA Continuation
☐ Continuation of Group Coverage (insured plans only) ☐ Dependent Continuation of Group Coverage (insured plans, only)

SECTION 3 — SELECT YOUR COVERAGE

PLEASE CHECK ALL THAT APPLY

Health (select one)
☒ PPO ☐ HMO
☐ BlueEdge HCA ☐ BlueEdge HSA
☐ HMO Consumer Choice Plan (small group only)
☐ PPO Consumer Choice Plan (small group, only)
☐ Other: ____
Plan #, if known: rs18 or rsh3 - Circle one

Enrollees (select one)
☐ Employee Only
☐ Employee /Spouse
☐ Employee /Child(ren)
☐ Family
☐ I am not applying for health coverage

Dental
☐ Yes
☒ No
Plan #, if known: ____

Enrollees (select one)
☐ Employee Only
☐ Employee /Spouse
☐ Employee /Child(ren)
☐ Family
☒ I am not applying for dental coverage

Complete only if you are applying for HMO coverage:
Primary Language: ____ ☐ Check here to request a Spanish Member Handbook
Do you have a disability affecting your ability to communicate or read? ☐ Yes ☐ No
If "Yes", describe special communication materials needed: ____

SECTION 4 — COVERAGE OPTIONS

SELECT A PCP FOR HMO OR POS ONLY. SELECT A PCD FOR HMO BLUE TEXAS DENTAL OPTION ONLY.

Employee/Enrollee's Name	PCP Name	PCP No.	New Patient?	PCD Name	PCD No.	New Patient?
			☐ Y ☐ N			☐ Y ☐ N
Dependent's Name ☐ Husband ☐ Wife	Dependent's PCP Name	PCP No.	New Patient? ☐ Y ☐ N	Dependent's PCD Name	PCD No.	New Patient? ☐ Y ☐ N
Dependent's Social Security No. – –	DOB (Mo Day Yr) / /	Home Address, if different — No. and Street Name		City	State	Zip
Dependent's Name ☐ Son ☐ Daughter	Dependent's PCP Name	PCP No.	New Patient? ☐ Y ☐ N	Dependent's PCD Name	PCD No.	New Patient? ☐ Y ☐ N
Dependent's Social Security No. – –	DOB (Mo Day Yr) / /	Home Address, if different — No. and Street Name		City	State	Zip
Dependent's Name ☐ Son ☐ Daughter	Dependent's PCP Name	PCP No.	New Patient? ☐ Y ☐ N	Dependent's PCD Name	PCD No.	New Patient? ☐ Y ☐ N
Dependent's Social Security No. – –	DOB (Mo Day Yr) / /	Home Address, if different — No. and Street Name		City	State	Zip
Dependent's Name ☐ Son ☐ Daughter	Dependent's PCP Name	PCP No.	New Patient? ☐ Y ☐ N	Dependent's PCD Name	PCD No.	New Patient? ☐ Y ☐ N
Dependent's Social Security No. – –	DOB (Mo Day Yr) / /	Home Address, if different — No. and Street Name		City	State	Zip

SECTION 5 — GROUP TERM LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D), AND DISABILITY INSURANCE COVERAGES

Employee Occupation/Job title: ____ Wage rate $____ per ☐ hour ☐ week ☐ month ☐ year

Group Basic Term Life & AD&D	☐ I do not apply	☐ I do apply	Amount $____
Group Dependents' Life	☐ I do not apply	☐ I do apply	
Group Supplemental Life Employee election: $____	☐ I do not apply Spouse election: $____	☐ I do apply	Child election: $____
Short Term Disability (STD)	☐ I do not apply	☐ I do apply	
Long Term Disability (LTD)	☐ I do not apply	☐ I do apply	

	First Name	Initial	Last Name	Relationship	Date of Birth	Social Security No.
Primary Beneficiary						
Contingent Beneficiary						

Last Name: Social Security Number: — — H Group #

SECTION 6 — PREVIOUS COVERAGE INFORMATION

DO NOT COMPLETE IF APPLYING FOR HMO OR IN-HOSPITAL INDEMNITY COVERAGE

In order to receive credit for pre-existing condition waiting periods, you must provide information about the last 12 months of coverage (18 months if new/current coverage is self-funded) for you and any dependents listed. If you have a certificate of prior coverage, please attach a copy to this enrollment application. (If more than one plan was in effect, or if information is different for dependents, attach additional pages.) If Medicare, please complete the Medicare Coverage Information in Section 8.

List names of every individual covered:

Name of Primary Enrollee	Date of Birth / /	☐ Male ☐ Female	Relationship to Applicant ☐ Self ☐ Spouse ☐ Dependent	Group or Policy No.	ID Number

Employer's Name: Name and address of other insurance company, TPA, HMO:	Employment Date ___ /___ /___ Effective Date ___ /___ /___ Will Coverage be Continued? ☐ Yes ☐ No If No, Expected Cancel Date ___ /___ /___	Type of Coverage ☐ Health ☐ Dental	Type of Policy ☐ Self ☐ Family ☐ Employee/Spouse ☐ Employee/Child

SECTION 7 — OTHER COVERAGE INFORMATION

Complete this section only if you or any of your dependents have other health and / or dental coverage **that will not be cancelled** when the coverage under this application becomes effective. **List names of each individual covered:**

Type of Coverage ☐ Health ☐ Dental	Group Coverage ☐ Yes ☐ No	Name and Address of Other Health Care Company

Name of Policyholder	Date of Birth / /	☐ Male ☐ Female	Relationship to Applicant ☐ Self ☐ Spouse ☐ Dependent	Type of Policy ☐ Self ☐ Two Person ☐ Family

ID Number	Employment Date	Effective Date of Coverage	Group or Policy Number	Employer's Name

SECTION 8 — MEDICARE COVERAGE INFORMATION

Name of person covered:	**Medicare HIC# (from ID card):**
☐ Medicare Part A (hospital) Start Date:_____ End Date:_____ Month/Day/Year Month/Day/Year	☐ Medicare Part B (medical) Start Date:_____ End Date:_____ Month/Day/Year Month/Day/Year
☐ Medicare Part D (prescription drugs) Start Date:_____ End Date:_____ Month/Day/Year Month/Day/Year	If BCBSTX is not the Medicare Part D carrier, please provide name and address of the carrier: Name: _____ Address: _____ City State

Check reason for Medicare eligibility: ☐ Entitled age ☐ Entitled disability ☐ End-stage renal disease ☐ Disability and current renal disease

Name of person covered:	**Medicare HIC# (from ID card):**
☐ Medicare Part A (hospital) Start Date:_____ End Date:_____ Month/Day/Year Month/Day/Year	☐ Medicare Part B (medical) Start Date:_____ End Date:_____ Month/Day/Year Month/Day/Year
☐ Medicare Part D (prescription drugs) Start Date:_____ End Date:_____ Month/Day/Year Month/Day/Year	If BCBSTX is not the Medicare Part D carrier, please provide name and address of the carrier: Name: _____ Address: _____ City State

Check reason for Medicare eligibility: ☐ Entitled age ☐ Entitled disability ☐ End-stage renal disease ☐ Disability and current renal disease

SECTION 9 — DISABLED DEPENDENT

Name of disabled dependent	Nature of disability

Has disability been diagnosed as permanent? ☐ Yes ☐ No If temporary, how long is dependent expected to remain disabled?_____

Is dependent unable to work due to the disability? ☐ Yes ☐ No If disabled child is over the dependent age limit of your employer's plan, please attach a completed Dependent Child's Statement of Disability form.

SECTION 10 — DECLINATION OF HEALTH COVERAGE

This is to certify the available coverage has been explained to me. I have been given the opportunity to apply for the coverage offered to me and my eligible dependents and have voluntarily elected to decline the coverage as indicated below. If I desire to apply for coverage at a later date, I understand there may be a delay in the effective date of the coverage as well as a pre-existing condition waiting period.

Employee _____
Reason for declining: ☐ Other Group Coverage ☐ Medicare ☐ Medicaid ☐ Other, explain: _____

Spouse _____
Reason for declining: ☐ Other Group Coverage ☐ Medicare ☐ Medicaid ☐ Other, explain: _____

Child(ren) _____
Reason for declining: ☐ Other Group Coverage ☐ Medicare ☐ Medicaid ☐ Other, explain: _____

SECTION 11 — COVERAGE CONDITIONS

- I am an employee of the Employer named in this Enrollment Application. I am eligible to participate in the coverage(s) afforded by my Employer's plan, which is either underwritten or administered by Blue Cross and Blue Shield of Texas (BCBSTX) or Fort Dearborn Life Insurance Company (FDL). On behalf of myself and any dependents listed on this Enrollment Application, I apply for those coverage(s) for which I am eligible. I state that the information given on this Enrollment Application is true and correct. I understand and agree that any incorrect statements material to the risk and knowingly made by me will invalidate my coverage(s).
- Only those coverage(s) and amounts for which I am eligible will be available to me. I understand that if this Enrollment Application is accepted, the coverage(s) will become effective in accordance with the provisions of the Contracts(s)/Plan(s).
- I understand that the Health coverage for which I am applying may have a pre-existing condition exclusion waiting period.
- I agree that my Employer acts as my agent. I authorize necessary payroll deduction by my Employer, if any, to cover the cost of my coverage(s).
- I understand that my participation in the coverage(s) is subject to any future amendment. I also understand that all notices given to my Employer are binding upon me.

Applicant's Signature _____ Date _____