



P.O. Box 22999, Rochester, NY 14692

A nonprofit independent licensee of the BlueCross BlueShield Association

# GROUP ENROLLMENT FORM

DO NOT USE - INTERNAL PURPOSES ONLY

Instructions on Back. All Dates = mm/dd/yy  Check if name change  Check if new address

Please print clearly.

✓ CHECK DESIRED ACTION	✓ CHECK DESIRED MEDICAL/DENTAL/VISION COVERAGE			✓ CHECK PERSON(S) COVERED			
<input type="checkbox"/> Add Subscriber (AA) Date of Hire/Event ___/___/___ Coverage Eff Date ___/___/___	Classic Blue <input type="checkbox"/> Regionwide (KC) <input type="checkbox"/> BlueCross (KA) <input type="checkbox"/> BlueCross BlueShield (KB) <input type="checkbox"/> BCBS and Enhanced Benefits (KC) <input type="checkbox"/> BlueCross Select (KS) <input type="checkbox"/> Comprehensive (KD) <input type="checkbox"/> BCBS Comprehensive (CO) <input type="checkbox"/> Comprehensive Plus (CP) <input type="checkbox"/> BCBS Traditional (TR) <input type="checkbox"/> BCBS Wraparound (WR)	<input type="checkbox"/> BluePoint 2 (SF)  <input type="checkbox"/> Blue Choice 25 (BZ) <input type="checkbox"/> Blue Choice 30 (BW) <input type="checkbox"/> HMOBlue 25 (MZ) <input type="checkbox"/> HMOBlue 30 (MW)	<input type="checkbox"/> PPO (PN) <input type="checkbox"/> Excellus BluePPO (BP) <input type="checkbox"/> Excellus BlueEPO (BE) <input type="checkbox"/> FourFront (EF) <input type="checkbox"/> BluePPO/HSA (HF) <input type="checkbox"/> BluePPO Savings Account Plan (DC)	Self, Spouse & Child(ren) (A)	Self & Child(ren) (B)	Self & Spouse (C)	Self (D)
<input type="checkbox"/> Add Dependent (AB) Date of Event ___/___/___ Coverage Eff Date ___/___/___				MEDICAL <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Change Coverage (AC) Coverage Eff Date ___/___/___				DENTAL <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				VISION <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/> Dental (DE) <input type="checkbox"/> Vision (VI)			

<input type="checkbox"/> Transfer to COBRA (AD) <input type="checkbox"/> (S)ubscriber <input type="checkbox"/> (M)Dependent <input type="checkbox"/> (D)isabled Date of Event ___/___/___	<b>SUBSCRIBER INFORMATION - Must be completed</b> Social Security # _____ Sex: <input type="checkbox"/> M <input type="checkbox"/> F Birthdate ___/___/___ Last Name _____ First _____ Street _____ City _____ State _____ Zip _____ Day Phone: _____ E-Mail Address: _____ Blue Choice members must select a Medical Center or Primary Care Physician (PCP). Females may select an Ob/Gyn. <b>Check Medical Center:</b> <input type="checkbox"/> (W)ilson <input type="checkbox"/> (F)olsom <input type="checkbox"/> (G)reece <input type="checkbox"/> (P)erinton <span style="float: right;">Current Patient?</span> Primary Provider (Last) _____ (First) _____ <input type="checkbox"/> Y <input type="checkbox"/> N OB/GYN Provider (Last) _____ (First) _____ <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Cancel Subscriber (S) <input type="checkbox"/> Cancel Dependent (M) <input type="checkbox"/> (M)edical <input type="checkbox"/> (D)ental <input type="checkbox"/> (V)ision Reason Code (see back) _____ Cancellation Date ___/___/___	

FAMILY MEMBER INFORMATION ✓ Check relationship and indicate dependent name or indicate dependent name and birthdate to be cancelled.							
<input type="checkbox"/> (S)pouse <input type="checkbox"/> (D)ependent <input type="checkbox"/> Student(T) <input type="checkbox"/> (H)disabled <input type="checkbox"/> (F)oster/Grandchild Dependent <input type="checkbox"/> Domestic (P)artner <input type="checkbox"/> Other _____ <b>Last Name (if different)</b> _____ <b>First Name</b> _____	Social Security #	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Birthdate (mm/dd/yy) ___/___/___	Medical Center <input type="checkbox"/> (W)ilson <input type="checkbox"/> (F)olsom <input type="checkbox"/> (G)reece <input type="checkbox"/> (P)erinton	Primary Care Physician Last _____ First _____ Current patient? <input type="checkbox"/> Y <input type="checkbox"/> N	OB/GYN Physician Last _____ First _____ Current patient? <input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> (S)pouse <input type="checkbox"/> (D)ependent <input type="checkbox"/> Student(T) <input type="checkbox"/> (H)disable <input type="checkbox"/> (F)oster/Grandchild Dependent <input type="checkbox"/> Domestic (P)artner <input type="checkbox"/> Other _____ <b>Last Name (if different)</b> _____ <b>First Name</b> _____	Social Security #	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Birthdate (mm/dd/yy) ___/___/___	Medical Center <input type="checkbox"/> (W)ilson <input type="checkbox"/> (F)olsom <input type="checkbox"/> (G)reece <input type="checkbox"/> (P)erinton	Primary Care Physician Last _____ First _____ Current patient? <input type="checkbox"/> Y <input type="checkbox"/> N	OB/GYN Physician Last _____ First _____ Current patient? <input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> (S)pouse <input type="checkbox"/> (D)ependent <input type="checkbox"/> Student(T) <input type="checkbox"/> (H)disabled <input type="checkbox"/> (F)oster/Grandchild Dependent <input type="checkbox"/> Domestic (P)artner <input type="checkbox"/> Other _____ <b>Last Name (if different)</b> _____ <b>First Name</b> _____	Social Security #	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Birthdate (mm/dd/yy) ___/___/___	Medical Center <input type="checkbox"/> (W)ilson <input type="checkbox"/> (F)olsom <input type="checkbox"/> (G)reece <input type="checkbox"/> (P)erinton	Primary Care Physician Last _____ First _____ Current patient? <input type="checkbox"/> Y <input type="checkbox"/> N	OB/GYN Physician Last _____ First _____ Current patient? <input type="checkbox"/> Y <input type="checkbox"/> N	
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**OTHER COVERAGE INFORMATION - Must be completed. You may be contacted for additional information.**  
 In addition, please provide a copy of your "Certificate of Coverage" from your former health insurance carrier or employer.  
 Have you or any member of your family been enrolled in any other insurance policy in the last 63 days (including Dental, Medicare or Medicaid)?  
 Yes  No  Check:  Medical and/or  Dental Are you keeping this coverage?  Yes  No  
 Check previous insurance company from list below and indicate ID #: \_\_\_\_\_  
 (B) Excellus BlueCross BlueShield, Rochester Region, Blue Choice.  
 (O) Other - BlueCross BlueShield Plan (outside of Rochester). Indicate Plan Name: \_\_\_\_\_  
 (C) Other Carrier - Indicate Plan Name: \_\_\_\_\_

**RELEASE - 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 \_\_\_\_\_

**EMPLOYER INFORMATION** (Must be completed by Group Administrator) \*Deductible Amt., Dept. # and Employee # is optional.

Was the employee subject to a waiting period before enrolling in your employer health plan?  Yes  No  
 If yes, what was the start date \_\_\_/\_\_\_/\_\_\_ and end date \_\_\_/\_\_\_/\_\_\_

Coverage	Group/Sub Group #	Chk digit	Pkg #	Deductible Amount*	Employer Name
Medical				. 0 0	Employee Status <input type="checkbox"/> (A)Active <input type="checkbox"/> (A)COBRA <input type="checkbox"/> (A)Cancellation <input type="checkbox"/> (R)etired
Dental				. 0 0	Department #* _____ Employee #* _____
Vision				. 0 0	Group Rep Signature/Date _____

## Instructions for completing the Group Enrollment Form

**DESIRED ACTION** Check the appropriate action and indicate the Date(s) in the space provided. An Event Date is the date of 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. If New Add Subscriber, Add Dependent or Change Coverage, you **must** also check Desired Coverage and Persons covered, and Family Member Information section.

### Cancel Request

To process a Subscriber or Member Cancellation, please use the **Membership Cancellation Worksheet - OR -**

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

- check Subscriber (S) Box
- check Products to be cancelled (Medical, Dental, Vision)
- indicate Reason Code in space provided (See codes below)
- indicate Cancellation Date in space provided
- complete Subscriber Information

#### Cancel Subscriber Reasons

LE - Left Employer/No Longer Eligible	CE - Cobra End Date
PC - Preferred Care	SR - Subscriber Request
CP - Commercial	SD - Subscriber Deceased
CB - Cobra Begin Date	SB - Spouse's BCBSRA
CD - Cobra Disabled Date	MC - Medicaid

#### To Cancel a Dependent using the Group Enrollment Form:

- check Dependent (M) box
- check Products to be cancelled (Medical, Dental, Vision)
- indicate Reason Code in space provided (see codes below)
- indicate Cancellation Date in space provided
- complete Subscriber Information
- complete Member Name and Member Birthdate

#### Cancel Dependent Reasons

MA - Marriage	MB - COBRA Begin Date
OA - Dependent Over Age	MR - Subscriber Request
DM - Deceased	DV - Divorce

If the only change is one of the following, please call Customer Service at the number listed below. A Group Enrollment Form is not required.

- Address
- Birthdate
- PCP
- OB/GYN
- Medical Center

**DESIRED COVERAGE** All products may not be applicable to your employer group. Please check with your Group Administrator.

### PCP Information

Blue Choice members must select a **Medical Center OR Primary Care Physician (PCP)**. Females may select an OB/GYN.

### FAMILY MEMBER AND DOCTOR INFORMATION

Use an additional form, if more than four persons.

#### QUALIFIED GUIDELINES:

- A legal spouse (an ex-spouse is not a qualified member as of the divorce date)
- Must be under the dependent age for your employer group
  - Unmarried child, natural, adopted or stepchild
  - A full time student (indicate under Relationship)
  - Chiefly dependent on you for support
- **Other: Please contact Customer Service for the appropriate form. These dependents have additional eligibility requirements.**  
Dependents pending adoption, grandchild or foster dependents, foreign exchange students, dependents for whom employee/subscriber has legal custody or legal guardianship, or a dependent who is claimed on subscriber's current federal income tax return, or a handicapped dependent who is over the dependent age for your employer group.

### RELEASE

- I acknowledge and agree that by signing this enrollment form and subsequently accepting services, I and everyone else who is covered under the contract or certificate you issue is bound by the terms and conditions of the contract or certificate 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 acknowledgement and agreement on behalf of myself and each other person who now or in the future accept 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 understand that any claim by me or one of my eligible family members may be denied and my coverage canceled upon one month's written notice, if I have knowingly included false information.
- I understand that this contract is subject to a twelve (12) month waiting period for pre-existing conditions that have existed for a six (6) month period prior to my applying for this benefit, unless prior coverage affords credits for some or all of this time period.
- **BLUE CHOICE**  
I understand that if I have elected a managed care product that all care, including hospital and physician care, must be provided or arranged by the designated primary care physician.
- **PREFERRED PROVIDER ORGANIZATION (PPO)**  
I understand that the Preferred Provider Organization (PPO) coverage is comprised of and 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.
- **EXCLUSIVE PROVIDER ORGANIZATION (EPO)**  
I understand that if I elect Exclusive Provider Organization (EPO) coverage, except in an emergency, all care must be provided by medical providers who participate with the EPO and I will not receive benefits for care that I receive from providers who do not participate with the EPO.

### EMPLOYER INFORMATION

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

**If you have any questions, please contact Customer Service at:  
Excellus BlueCross BlueShield, Rochester Region (585) 325-3630 or 1-800-847-1200  
Blue Choice Member Services (585) 454-4810 or 1-800-462-0108**