



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 ___/___/___ <input type="checkbox"/> Add Dependent (AB) Date of Event ___/___/___ Coverage Eff Date ___/___/___ <input type="checkbox"/> Change Coverage (AC) Coverage Eff Date ___/___/___	<input type="checkbox"/> Blue Point 2 Value – 067 (SV) <input type="checkbox"/> Blue Point 2 Select 1 – 066 (TP) <input type="checkbox"/> Blue Point 2 Select 2 – 064 (TV) <input type="checkbox"/> Traditional – 010 (TR) <input type="checkbox"/> Healthy Blue Copay – 180 (A2) <input type="checkbox"/> Healthy Blue HSA – 181 (C1)	Self, Spouse & Child(ren) (A)	Self & Children (B)	Self & Child (C)	Self & Spouse (C)	Self (D)
		MEDICAL <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<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 ___/___/___ <input type="checkbox"/> Cancel Subscriber (S) <input type="checkbox"/> Cancel Dependent (M) <input type="checkbox"/> (M)edical Reason Code (see back) _____ Cancellation Date ___/___/___	SUBSCRIBER INFORMATION - Must be completed Social Security # [][]-[][]-[][][][] Sex: <input type="checkbox"/> M <input type="checkbox"/> F Birthdate ___/___/___ Last Name _____ First _____ Street _____ City _____ State _____ Zip _____ Day Phone: [][][]-[][][]-[][][][] E-Mail Address: _____ Enrolled with Medicare? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate reason: <input type="checkbox"/> Age <input type="checkbox"/> Disabled <input type="checkbox"/> ESRD (first date of dialysis ___/___/___) Medicare Claim #: _____ Medicare Part A Eff Date: ___/___/___ Medicare Part B* Eff Date: ___/___/___ Employment status: <input type="checkbox"/> Active <input type="checkbox"/> Retired, Provide Retirement date ___/___/___ (*Required if Medicare is/should be primary.) Blue Point 2 members must select a Medical Center or Primary Care Physician (PCP). Females may select an Ob/Gyn. Check Medical Center: <input type="checkbox"/> (W)ilson <input type="checkbox"/> (F)olsom <input type="checkbox"/> (G)reece <input type="checkbox"/> (P)erinton Current Patient? 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
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FAMILY MEMBER INFORMATION ✓ Check relationship and indicate dependent name or indicate dependent name and birthdate to be cancelled.

<input type="checkbox"/> (S)ouse <input type="checkbox"/> (D)ependent <input type="checkbox"/> Student(T) <input type="checkbox"/> (H)disabled <input type="checkbox"/> Other _____ Last Name (if different) _____ First Name _____	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)ouse <input type="checkbox"/> (D)ependent <input type="checkbox"/> Student(T) <input type="checkbox"/> (H)disabled <input type="checkbox"/> Other _____ Last Name (if different) _____ First Name _____	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)ouse <input type="checkbox"/> (D)ependent <input type="checkbox"/> Student(T) <input type="checkbox"/> (H)disabled <input type="checkbox"/> Other _____ Last Name (if different) _____ First Name _____	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)ouse <input type="checkbox"/> (D)ependent <input type="checkbox"/> Student(T) <input type="checkbox"/> (H)disabled <input type="checkbox"/> Other _____ Last Name (if different) _____ First Name _____	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

OTHER COVERAGE INFORMATION - Must be completed. You may be contacted for additional information.

1. 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: Medical and/or Dental
 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: _____

2. While enrolled in Excellus BCBS will any member of your family be covered by Medicare: Yes No If yes, answer the following:
Name of person with Medicare: _____ Spouse Dependent If yes, indicate reason: Disability Retired ESRD (first date of dialysis ___/___/___)
MEDICARE CLAIM # _____ Part A effective date: ___/___/___ Part B effective date: ___/___/___ (*Required if Medicare is/should be primary.)

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 #	Employer Name: Monroe County
Medical				Employee Status: <input type="checkbox"/> (A)Active <input type="checkbox"/> (A)COBRA <input type="checkbox"/> (A)Cancellation <input type="checkbox"/> (R)etired

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)
- 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)
- 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 - when permitted by law	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 eligible child age for your employer group:
 - natural, adopted or stepchild
- **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.
- **POINT OF SERVICE (POS) - Blue Point 2**
I understand that the Point of Service (POS) coverage is comprised of the HMO in-network product and the BlueCross BlueShield out-of-network product and that I have applied for coverage under both. I understand that the in-network benefit provides the highest level of coverage under the plan.
- **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.

EMPLOYER INFORMATION

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

If you have any questions, please contact Customer Service at:

Excellus BlueCross BlueShield, 1-800-847-1200

or visit our Website at www.excellusbcbs.com