



FOR INTERNAL USE ONLY
 HIOS ID# _____
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CONFIDENTIAL

Commercial Group Health Insurance Application/Change Form

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

Canastota Central School District
 Employer Name _____ Association/Chamber Name (if applicable) _____

Group Administrator's Signature (required) _____ Date _____ Employee Number _____ Department Number _____

Check Desired Action
 Add Cancel Change

Medical Information 00123293 Medical Group Number (8 digits) Medical Subgroup Number (4 digits) Medical Class Number (e.g. A001)	If enrolling in a Medical plan, who do you need coverage for? <input type="checkbox"/> Self Only <input type="checkbox"/> Self & Child(ren) <input type="checkbox"/> Self & Spouse, or Self & Domestic Partner <input type="checkbox"/> Family	Subscriber Status: <input type="checkbox"/> Actively Working <input type="checkbox"/> Retired <input type="checkbox"/> Disabled <input type="checkbox"/> Canceled <input type="checkbox"/> COBRA	Dental Information _____ Dental Group Number _____ Dental Subgroup Number _____ Dental Class	If enrolling in a Dental plan, who do you need coverage for? <input type="checkbox"/> Self Only <input type="checkbox"/> Self & Child(ren) <input type="checkbox"/> Self & Spouse, or Self & Domestic Partner <input type="checkbox"/> Family
Medical Effective Date _____		Dental Effective Date _____		

Medical Plan Selection <input type="checkbox"/> (DPT) Classic Blue <input type="checkbox"/> (DPV) Classic Blue <input type="checkbox"/> (DPX) Classic Blue <input type="checkbox"/> (DPU) Classic Blue <input type="checkbox"/> (DPW) Classic Blue <input type="checkbox"/> (DPY) Classic Blue	[Dropdowns]	Dental Plan Selection <input type="checkbox"/> Please choose plan options from dropdowns <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Section 2: Subscriber's Information

Last Name _____ Birthdate: _____
 First Name _____ Gender assigned at birth: Male Female
 Middle Initial _____ Title (e.g., Jr, Sr, III, etc.) _____ Gender identity (optional): Transgender Male Transgender Female Prefer not to say Non-binary
 Street Address _____ Social Security Number** _____
 City _____ State _____ Date of Hire/Rehire: _____
 Zip Code _____ Phone _____ Retirement Date: _____

Subscriber's Medicare Number (if applicable) _____
 Medicare Part A Effective Date _____ Medicare Part B Effective Date _____
 Age 65+ Disability End Stage Renal *

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:
Cancel Codes: SB02-Left Employment SB05-Per Group Request SB06-Subscriber Request (voluntary) SB07-Deceased SB09-Enrolled in Error			

Dependent(s)	Dependent Name:	Cancel Code:	Medical Cancel Date:	Dental Cancel Date:

Cancel Codes:

M001-Per Group Request	M004-Enrolled in Error	M008-Moved Out of Area	M013-Ineligible
M002-Deceased	M005-Divorced	M010-Overage Dependent	M014-YAO Ineligible
M003-Per Subscriber Request	M007-Per Member Request (voluntary)	M011-No Longer a Student	M040-Mx Same Group

Section 5: Information about who you would like coverage for (dependent information)

Spouse Domestic Partner Dependent Child Disabled Dependent Child (Separate application form required)

Other _____

Last Name (if different) Title **First Name** MI **Social Security Number ****

Gender assigned at birth: Male Female **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? Yes No 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 Disabled Dependent Child (Separate application form required) Other _____

Last Name (if different) Title **First Name** MI **Social Security Number ****

Gender assigned at birth: Male Female **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? Yes No 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 Disabled Dependent Child (Separate application form required) Other _____

Last Name (if different) **Title** **First Name** **MI** **Social Security Number ****

Gender assigned at birth: Male Female **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? Yes No 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? _____
 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.

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.

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 and/or dental group numbers and information must be populated. Select who you need coverage for on the medical and/or dental plan(s) and indicate the subscriber's status. Next, select the medical and/or dental plan(s) you are enrolling in. All products may not be applicable to your employer group. Please check with your Group Administrator.

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 or addendum 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. Please contact your Group Administrator for the appropriate form.

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.

Documentation Required for Verifying Dependent Eligibility

Below is a list of the documents required to verify the eligibility of dependents enrolling in the health plan. In most cases, at least TWO forms of documents are required per dependent. Please read carefully, review the appropriate documentation, check the corresponding boxes, and sign and date at the bottom of the form. There is no need to keep copies of the supporting documentation. Retain this document with the district's copy of the application.

Employee Name _____

DEPENDENT TYPE

Legal Spouse

Document Options for Verifying Eligibility (any one of the following document sets):

- Copy of the marriage certificate and federal tax return within last 2 years listing spouse
- Copy of the marriage certificate and proof of joint ownership or residency issued within last 6 months
- Copy of the marriage certificate only (if married in the last 12 months)

Biological Child

Document Options for Verifying Eligibility (any one of the following documents):

- Copy of the child's birth certificate (including parents' names)
- Non-government-issued birth Certificate (including child's name, date of birth and parents' names) if 3 months and under

Step-Child

Documents for Verifying Eligibility: (all of the below documents are required):

- A sworn and notarized statement that the subscriber's spouse is the parent of the child
- Copy of the child's birth certificate and a copy of the marriage certificate to establish the relationship to the subscriber as a stepparent
- The QMSCO Certification Form and copy of the court order, when applicable

Newborn Proposed Adopted Child

Documents for Verifying Eligibility (both of the following documents are required):

- A copy of the 115-c petition
- Proof that the subscriber has physical custody of the child upon discharge from the hospital or birthing center

Non-Newborn Proposed Adopted Child

Documents for Verifying Eligibility (both of the following documents are required):

- A statement from the adoption agency or in a case of private adoption, other appropriate documentation indicating that the subscriber is the proposed adoptive parent and the approximate or target date of adoption
- Proof that demonstrates the proposed adoptive child is dependent upon the subscriber during the waiting period prior to the adoption becoming final

***Documentation for foreign proposed adoption include documentation similar to the above, and a copy of both the original and translated documents.**