

United Concordia Dental Plans, Inc.  
United Concordia Life and Health Insurance Company

**Enrollment/Change Request**

[Employer]<sup>3</sup> Group Information – To be completed by [Employer]  
Group Name [Group Number Class Code]<sup>4</sup>

**A. Type of Activity** – To Be Completed by [Employer]. Refer to instructions [on back]<sup>5</sup> before completing this form. Print clearly.

1. Enrollment  New [Enrollee/Subscriber]<sup>6</sup> Effective Date \_\_\_/\_\_\_/\_\_\_ Date of Hire \_\_\_/\_\_\_/\_\_\_

2. Change – Check all that apply

	Date of Event	Reason
<input type="checkbox"/> Add Spouse	___/___/___	_____
<input checked="" type="checkbox"/> <b>Add Domestic Partner*</b>	___/___/___	_____
<input type="checkbox"/> Add Dependent Child	___/___/___	_____
<input type="checkbox"/> Name Change	___/___/___	_____
<input type="checkbox"/> Change Plan	___/___/___	_____
<input type="checkbox"/> Other	___/___/___	_____
<input type="checkbox"/> [Add/Change Office ID Numbers: Primary / Ob/Gyn / Dentist] <sup>7</sup>		_____

3. Remove or Terminate – Check all that apply

	Effective Date	Reason
<input type="checkbox"/> Remove Spouse*	___/___/___	_____
<input checked="" type="checkbox"/> <b>Remove Domestic Partner*</b>	___/___/___	_____
<input type="checkbox"/> Remove Dependent Child*	___/___/___	_____
<input type="checkbox"/> [Employee] Withdrawal/Termination	___/___/___	_____

NOTE: [Employee] must be enrolled for spouse/dependent(s) to have coverage.

\* Please complete *Add/Change/Remove* and *Name* columns in Section D.

4. Continuation of Coverage, i.e. COBRA, State, total disability. Not all options are available or applicable. Contact [Employer] for available options.

Coverage for:  [Employee]  Dependents

Length of Continuation:  12 mos  18 mos  29 mos  36 mos  total disability\*

Date of Loss of Coverage: \_\_\_/\_\_\_/\_\_\_ Date of Qualifying Event: \_\_\_/\_\_\_/\_\_\_

[Billing:  Home  Group]<sup>8</sup>

\* Attach proof of total disability

**B. [Employee] Information** – Complete Sections [B-H]<sup>9</sup>

Last name, First name, M.I. \_\_\_\_\_

Social Security Number \_\_\_\_\_ Home Telephone \_\_\_\_\_ **\*[E-mail Address] \_\_\_\_\_\***

Home address \_\_\_\_\_ Apt. No. \_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

[Employer] Name \_\_\_\_\_ Work Telephone \_\_\_\_\_



If "Yes" to Other Health Coverage (Section D), give name\*s\* & policy number\*s\* of insurance carrier, HMO, or other source. If enrolled in Medicare Parts A and/or B identify the coverage and provide the Medicare ID #.

If "Yes" to Other Rx Drug Coverage (Section D), give name & policy number of insurance carrier, HMO, or other source.

If "Yes" to Previous Coverage, identify name(s) of persons, give effective date and date coverage terminated, name of previous carrier and plan number\*[, and submit a copy of the Certificate of Creditable Coverage that was issued by the previous carrier, if available].<sup>19\*</sup>

**[G]. Dependent Information**

Does any dependent listed in Section D live at a different address than the [Employee]?  Yes  No If "Yes" who and at what address?

Explain the circumstances.

If any dependent's last name differs from yours, explain the circumstances.

**[H] [Employee] Signature** *If you have questions concerning the benefits and services provided by or excluded under this [Agreement]\*{19}\*<sup>\*20\*</sup> contact a [Member Services] \*{20}\*<sup>\*21\*</sup> representative at [phone number]\*{21}\*<sup>\*22\*</sup> before signing this form.*

I represent that all the information supplied in this application is true and complete. I hereby agree to the conditions of enrollment on the [reverse] side of the employee] copy of this enrollment/change request. I authorize deductions from my earnings for any required contributions.

[[Employee ]Signature – Required X \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ E-Mail Address \_\_\_\_\_

**[I] [Employer Verification – To be Completed by [Employer]**

[Employer ]Signature – Required X \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

[[Employee] copy may be used as a temporary ID card for 30 days from the effective date if authorized by [employer]. Coverage must be verified with [Carrier name] prior to visiting a specialist or admission to a hospital.] \*{22}\*<sup>\*23\*</sup>

**[NJ-HINT]**

## **Instructions**

### **[Employer]**

- Complete the [Employer] Group information [in the upper right corner] of the form.
- Section A – Type of Activity: Check boxes indicating reason(s) for submitting application.
- Complete Section [I] – [Employer] Verification [in the lower right corner] of the form.
  - [Employer] must complete this section for all new enrollments, coverage changes and terminations.
  - [Employer] must sign and date the Enrollment/Change Request in order for it to be processed.

### **[Employee] – Complete Sections [B-H]**

#### **Section B – [Employee] Information:**

- Complete all information in order for your application to be processed.

#### **Section C – Plan Option:**

- [Check one Plan Option box, indicate Plan Option Name (where applicable) and check one Copay and/or Individual Deductible Amount (if applicable).]
- Select only an option offered by your [employer].

#### **Section D – Individuals Covered:**

- Add/Change/Remove – Use “A”, “C”, or “R” to indicate whether you are adding, changing or removing coverage for an individual.
- Print your full name along with the name(s) of your dependents, if applicable. Indicate Sex, Birthdate, and Social Security Number for each individual listed.
- [If a dependent is a full-time post-secondary student, you must attach a current course schedule or a letter from the school **\*or its authorized representative\*** confirming full-time student status. If dependent is disabled and being continued beyond the limiting age, attach proof of disability]
- If you or your dependent(s) have other Health [or Rx drug] coverage, check off the “Yes” box(es) and complete Section [F] – Other/Previous Insurance.
- [From the appropriate provider directory, locate the [6-digit] office ID number for the primary care physician, ob/gyn (if applicable) and/or dentist (if applicable). Indicate office ID number selection(s) on the form.]
- [If you are a current patient, please check the “Current Patient” box.]

#### **Section [E] – Pre-Existing Conditions Statement:**

- Complete this section for all new enrollments. Exceptions: For Small Employer Group coverage, this section must be completed only by persons enrolling in group coverage in a group of 2 – 5 [employees] and by late entrants.]

#### **Section [F] Other / Previous Insurance**

- Complete this section for all new enrollments or coverage changes. Coverage includes group coverage, governmental coverage, a church plan or Medicare.

#### **Section [G] – Dependent Information**

- Complete this section for all new enrollments or coverage changes

#### **Section [H] – [Employee] Signature:**

- Complete this section for all new enrollments, coverage changes and terminations.
- [Employee] must sign and date the Enrollment/Change Request Form in order for it to be processed.

#### **Section [I] – [Employer] Verification:**

- [Employer] must complete this section for all new enrollments, coverage changes and terminations.
- [Employer] must sign and date the Enrollment/Change Request Form in order for it to be processed.

## Conditions of Enrollment

### [Applicant] Acknowledgement and Agreements

On behalf of myself and the dependents listed [on the reverse side] I agree to or with the following:

1. a) I authorize the sources stated below to give to [Carrier Name], or any consumer reporting agency acting on its behalf, information about me and my minor children, if applying for coverage. Such information will pertain to employment, other health coverage, and medical advice, treatment or supplies for any physical or mental condition. Authorized sources are any physician or medical professional; any hospital, clinic or other medical care institution; any carrier; any consumer reporting agency; any employer.
  - b) I understand that I may revoke this authorization at any time. I agree that such revocation will not affect any action which [carrier] has taken in reliance on the authorization. I understand this authorization will not be valid after 30 months, if not revoked earlier.
  - c) I know that I have a right to receive a copy of the authorization if I request one.
  - d) I agree that a photocopy of this authorization is as valid as the original.
2. I acknowledge by enrolling in a [Carrier Name] [plan or group policy] coverage is provided by [Carrier Name] in accordance with the contract.
3. Enrollment of myself and of the listed dependents into the plan is effective on acceptance by [Carrier Name].
4. Coverage and benefits are contingent on timely payment of premiums and may be terminated as provided in the plan documents. My employer is hereby authorized to withhold payments from my wages, as appropriate.

### Misrepresentation

5. Any person who includes any false or misleading information on an Enrollment/Change Request Form for a health benefits plan is subject to criminal and civil penalties.

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<sup>1</sup> Replace bracketed text with carrier's logo, or omit.

<sup>2</sup> Replace bracketed text "carrier name" with carrier's full name throughout the document.

<sup>3</sup> If the carrier refers to the "Employer" using another term such as "Planholder" or "Contractholder" or some similar term, replace the term "Employer" with such other term throughout the document.

<sup>4</sup> If the carrier refers to "Group Number/Class Code" using some other term such as "Policy Number," "Control Number" or some similar term, replace the term "Group Number/Class Code" with such other term.

<sup>5</sup> Replace "on back" with appropriate directions if the instructions are not provided on the reverse side. \*"**Add Domestic Partner" if coverage offered.**\*

<sup>6</sup> If the carrier refers to the "Enrollee/Subscriber" using another term such as "Member" or "Applicant" or some similar term, replace the term "Enrollee/Subscriber" with such other term throughout the document.

<sup>7</sup> Omit one or more "Add/Change Office ID Numbers" options if carrier does not offer such options.

<sup>8</sup> The continuation billing options should be omitted if the carrier does not offer such options.

<sup>9</sup> Re-letter sections F – H accordingly if Section E Pre-Existing Conditions Statement is being omitted. \*"**Add e-mail address if option offered.**\*

<sup>10</sup> Insert carrier plan options and deductibles, coinsurance or copayment options.

<sup>11</sup> If the carrier does not want the proof of full-time student status provided with the enrollment form and/or proof of disability, omit the directions to attach proof.

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<sup>12</sup> Omit “Primary Office ID Number” section if the plan does not require the selection of a Primary Care Physician.

<sup>13</sup> Omit “Current Patient” section if the carrier does not require.

<sup>14</sup> Omit “Rx Drug” section and corresponding question in Section F if carrier does not require.

<sup>15</sup> Omit “Ob/Gyn Office ID Number” section if the plan does not require the selection of an Ob/Gyn Physician.

<sup>16</sup> Omit “Dentist Office ID Number” section if the plan does not require the selection of a Dentist.

<sup>17</sup> The text “and pre-existing conditions statement” should be omitted if the carrier does not elect to include the pre-existing conditions statement text as part of the standard enrollment form. Re-letter succeeding sections.

<sup>18</sup> Carrier’s pre-existing conditions period. For plans other than small employer plans, insert the pre-existing conditions periods that are contained in non-small employer plans. For small employer plans, the period is six months.

<sup>19</sup> **If the carrier does not want the Certificate of Credible Coverage to be supplied with the Enrollment/Change Request, omit the directions to supply it.\***

\*{19}\*<sup>20</sup>\* If the carrier refers to the “Agreement” using another term such as “Plan,” “Contract,” “Policy” or some similar term, replace the term “Agreement” with such other term throughout the document.

\*{20}\*<sup>21</sup>\* If the carrier refers to “Member Services” using another term such as “Claim Office” or “Customer Service” or some similar term, replace the term “Member Services” with such other term.

\*{21}\*<sup>22</sup>\* Insert carrier’s phone number.

\*{22}\*<sup>23</sup>\* Carrier should insert the procedure to be followed to allow the applicant to secure coverage before the actual ID card is issued.

\*{23}\*<sup>24</sup>\* Available for carriers that use an internal number in addition to the identifying form number.