Horizon Blue Cross Blue Shield of New Jersey

GROUP ENROLLMENT/CHANGE REQUEST

Attn: Large and Mid-Size Group Enrollment
P.O. Box 10168
Newark, NJ 07101-3168
Fax (973) 274-2297
www.HorizonBlue.com

Group Information – to be completed by Employer.

Group Name: _____ Group Number: _____
Sub Group Number: _____
Date of Hire: ____/____/____ Effective Date/Date of Event: ____/____/____
Reason: _____

A. Type of Activity – to be completed by Employer.

Refer to instructions before completing this form. Print clearly.

☐ ADD ☐ REMOVE ☐ OTHER CHANGE

	Effective Date/Date of Event	Reason for Change
☐ Subscriber	____/____/____	
☐ Spouse	____/____/____	
☐ Civil Union Partner (CUP)/Domestic Partner (DP)	____/____/____	
☐ Dependent Child	____/____/____	
☐ Over-Age Child as a Dependent Under 30 *(and complete Coverage Continuation and section B)*	____/____/____	
☐ Name Change	____/____/____	
☐ Change Plan	____/____/____	
☐ Other	____/____/____	
☐ Add/Change Office ID Numbers	____/____/____	
☐ Primary Care Provider	____/____/____	

COVERAGE CONTINUATION

☐ **For Employee**
Date of Loss of Coverage ____/____/____ Qualifying Event #** Date of Qualifying Event ____/____/____
☐ Total Disability* ☐ COBRA/NJSGC Length of Continuation (in months): ☐ 18 ☐ 29
**Attach proof of disability*

☐ **For Spouse/Civil Union Partner*/Domestic Partner**
Date of Loss of Coverage ____/____/____ Qualifying Event #** Date of Qualifying Event ____/____/____
☐ COBRA/NJSGC Length of Continuation (in months): ☐ 18 ☐ 29 ☐ 36
**Civil union partners are eligible to make an election pursuant to NJSGC, if applicable.*

☐ **For Dependent or Over-aged Child**
Date of Loss of Coverage ____/____/____ Qualifying Event #** Date of Qualifying Event ____/____/____
☐ COBRA/NJSGC Length of Continuation (in months): ☐ 18 ☐ 29 ☐ 36
☐ Dependent Under 30 Billing: ☒ Home Home Address: _____
Date of Loss of Coverage ____/____/____ Qualifying Event #** Date of Qualifying Event ____/____/____

Group # _____ Subgroup # _____ ***Qualifying event #s: see list in Instructions.*

B. Additional Information for Dependent Under 30 Continuation Elections.

Provide information below about children listed in Section F for whom a Dependent Under 30 continuation election is being made.

This Continuation Election is being made:
☐ During an Open Enrollment period for the Over-Age Child based on his/her age-out anniversary
☐ Within 30 days prior to the attainment of the limiting age (when the Dependent will become an Over-Age Child)
☐ Within 30 days after the Over-Age Child has established eligibility for a Chapter 375 Continuation Election

C. Employee Information – to be completed by Employee.

☐ ADD ☐ REMOVE ☐ CONTINUATION ☐ OTHER CHANGE

If a name change, indicate prior name: _____
Last Name, First Name, M.I. _____
Social Security # _____ Date of Birth ____/____/____ Sex _____
Home Address _____ Apt. _____ City _____ State _____ Zip Code _____
Home Phone _____ E-Mail Address _____
Employer Name _____ Employment Date ____/____/____
Employer Address _____ City _____ State _____ Zip Code _____
Hours Worked Per Week _____ Work Phone _____ E-Mail Address _____
Primary Care Provider Name _____ Current Patient ☐ Yes ☐ No
NPI # _____ Loc Code _____
Other Health Coverage ☐ Yes ☐ No, If Yes, Payer Name _____
Policy # _____ Medicare ID #, If any _____
Previous Coverage ☐ Yes ☐ No, If Yes, Payer Name _____
Policy # _____ Effective Date ____/____/____ Termination Date ____/____/____
Submit a copy of the Certificate of Creditable Coverage

D. Race/Ethnicity – to be completed by the Employee, at his/her option.

NOTE: Your response is appreciated but NOT required! *Choose a category that most closely describes you:*

☐ American Indian or Alaskan Native ☐ Black, not of Hispanic origin
☐ Hispanic ☐ Asian or Pacific Islander ☐ White, not of Hispanic origin

E. Plan Option – Your selection must be offered by your employer.

Medical *Check One:*

S	F	2 Adults	PC
☐	☐	☐	☐

☐ Horizon Traditional
☐ Horizon HMO
☐ Horizon POS
☐ Horizon PPO
☐ Horizon Direct Access
☐ Horizon PPO (HRA)
☐ Horizon PPO (HSA)
☐ Horizon Direct Access (HRA)
☐ Horizon Direct Access (HSA)
☐ Horizon EPO

Dental *Check One:*

S	F	2 Adults	PC
☐	☐	☐	☐

☐ Horizon Dental Option Plan
☐ Horizon Dental PPO Plan
☐ Horizon Dental Access PPO Plan

Prescription *Check One:*

S	F	2 Adults	PC
☐	☐	☐	☐

S = Single; F = Family; 2 Adults = Husband/Wife, Civil Union Partners or Domestic Partners; P/C = Parent/Child(ren)

The Employee Copy of this application may be used as a temporary ID card for thirty days from the effective date if authorized by Employer. Coverage must be verified with Horizon Blue Cross Blue Shield of New Jersey or Horizon Healthcare of New Jersey, Inc. prior to visiting a physician or admission to a hospital.

F. Other Individuals Covered – to be completed by Employee.

Identify individuals other than yourself for whom you are adding/changing/removing/ continuing coverage. Attach additional pages if necessary; with your signature and dated. Attach proof if full-time post-secondary student. Attach proof of disability.

SPOUSE/CUP/DP ☐ ADD ☐ REMOVE ☐ CONTINUE SPOUSE (COBRA/NJSGC)
☐ CONTINUE CU PARTNER (NJSGC) ☐ CONTINUE DP (COBRA/NJSGC)

Last Name, First Name, M.I. _____

Social Security# _____ Date of Birth ____/____/____ Sex _____

Primary Care Provider Name _____ Current Patient ☐ Yes ☐ No

NPI # _____ Loc Code _____

Other Health Coverage ☐ Yes ☐ No, If Yes, Payer Name _____

Policy # _____ Medicare ID #, If any _____

Previous Coverage ☐ Yes ☐ No, If Yes, Payer Name _____

Policy # _____ Effective Date ___/___/___ Termination Date ___/___/___

Employed? ☐ Yes ☐ No *If Yes, Complete Section G1*

Home or billing address same as Employee? ☐ Yes ☐ No *If No, Complete Section G2*

Submit a copy of the Certificate of Creditable Coverage

1. Child ☐ ADD ☐ REMOVE ☐ CONTINUATION ☐ OTHER CHANGE

Last Name, First Name, M.I. _____

Social Security# _____ Date of Birth ____/____/____ Sex _____

Primary Care Provider Name _____ Current Patient ☐ Yes ☐ No

NPI # _____ Loc Code _____

Other Health Coverage ☐ Yes ☐ No, If Yes, Payer Name _____

Policy # _____ Medicare ID #, If any _____

Previous Coverage ☐ Yes ☐ No, If Yes, Payer Name _____

Policy # _____ Effective Date ___/___/___ Termination Date ___/___/___

If last name is different from Employee's, please explain: _____

Living with Employee? ☐ Yes ☐ No *If No, Complete Section H*

Submit a copy of the Certificate of Creditable Coverage

2. Child ☐ ADD ☐ REMOVE ☐ CONTINUATION ☐ OTHER CHANGE

Last Name, First Name, M.I. _____

Social Security# _____ Date of Birth ____/____/____ Sex _____

Primary Care Provider Name _____ Current Patient ☐ Yes ☐ No

NPI # _____ Loc Code _____

Other Health Coverage ☐ Yes ☐ No, If Yes, Payer Name _____

Policy # _____ Medicare ID #, If any _____

Previous Coverage ☐ Yes ☐ No, If Yes, Payer Name _____

Policy # _____ Effective Date ___/___/___ Termination Date ___/___/___

If last name is different from Employee's, please explain: _____

Living with Employee? ☐ Yes ☐ No *If No, Complete Section H*

Submit a copy of the Certificate of Creditable Coverage

G. Additional Spouse/CUP/DP Information – to be completed by Employee.

If not applicable mark as N/A.

1. Employer Name _____ Employer Phone _____

Employer Address _____

City _____ State _____ Zip Code _____

2a. Home Address _____

City _____ State _____ Zip Code _____

2b. Please explain why the address is different: _____

H. Additional Child Information – to be completed by Employee.

Provide information below about children listed in Section F, if they have a different address from the employee. If multiple children are at an address, you may list them together. Attach additional pages as necessary; signed and dated.

Name _____

Address _____ Apt _____

City _____ State _____ Zip Code _____

Reason: _____

Name _____

Address _____ Apt _____

City _____ State _____ Zip Code _____

Reason: _____

I. Employee Signature

I represent that all the information supplied in this application is true and complete. I hereby agree to the Conditions of Enrollment set forth in this Enrollment/Change Request form. I authorize deductions from my earnings for any contributions required from me.

Signature: _____ Date: ___/___/___

J. Over-Age Child's Signature

I represent that all the information supplied in this application regarding the Dependent Under 30 Continuation Election is true and complete.

I hereby agree to the Conditions of Enrollment set forth in this Enrollment/Change Request form.

I hereby agree to make premium payments required from me for the Dependent Under 30 Continuation Election.

Signature: _____ Date: ___/___/___

K. Employer Verification

The requested activity is believed eligible and is approved by the Employer: ☐ Yes ☐ No

Employer Representative: _____ Date: ___/___/___

Representative's Title: _____

Instructions

Employers

You must complete sections A, B and K and submit this application to be processed.

Employees

You must complete sections C through I and submit the signature of each Over-Age Child for which a Dependent Under 30 Continuation Election is made in accordance with Section B in order for this application to be processed.

- Please PRINT except when a signature is requested.
- If a dependent is disabled and you want to continue his or her coverage beyond the limiting age, you do not have to make a COBRA/NJSGC or Dependent Under 30 election. Instead, select "Other" in Section A, and attach proof of disability.
- 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.
- You can obtain the providers' correct names from the appropriate provider directory. You may also obtain each provider's NPI and LOC Code number from the provider directory or at: www.horizonblue.com. Providers with multiple office locations and individual providers who belong to more than one practice or provider entity may have more than one NPI number. You should confirm the correct NPI number for the specific provider and office location where you will be seen by contacting that office directly.

Qualifying Events

COBRA and NJSGC

C1. Termination of job or reduction in hours

C2. Employee enrollment in Medicare (COBRA only)

C3. Divorce (COBRA/NJSGC); civil union dissolution (NJSGC) if covered under group benefits

C4. Death of employee

C5. Loss of dependent child status under the plan.

C6. Disability (occurring subsequent to another qualifying event)

Dependent Under 30

D1. Loss of dependent status and otherwise eligible

D2. Reestablish eligibility: residency

D3. Reestablish eligibility: nonresident full-time student

D4. Reestablish eligibility: change in marital status

D5. Reestablish eligibility: change in parental status

D6. Reestablish eligibility: termination of other coverage

Conditions of Enrollment - Applicant Acknowledgements and Agreements

On behalf of myself and the dependents listed in this Enrollment/Change Request form, I acknowledge that:

1. I authorize any physician or medical professional, hospital, clinic or other medical care institution, carrier, consumer reporting agency, and any employer to give Horizon Blue Cross Blue Shield of New Jersey or Horizon Healthcare of New Jersey, Inc., or any consumer reporting agency acting on behalf of Horizon Blue Cross Blue Shield of New Jersey or Horizon Healthcare of New Jersey, Inc., information pertaining to employment, other health coverage, and medical advice, treatment or supplies for any physical or mental condition relevant to me or a minor dependent applying for coverage. I agree that this authorization shall be valid for 30 months from the date I sign this Enrollment/Change Request form, unless revoked at an earlier date.
2. I agree that, if I revoke this authorization before it expires, such revocation shall not affect any action that Horizon Blue Cross Blue Shield of New Jersey or Horizon Healthcare of New Jersey, Inc. has taken in reliance on the authorization.
3. I understand I may receive a copy of this authorization if I request one.
4. I agree Horizon Blue Cross Blue Shield of New Jersey or Horizon Healthcare of New Jersey, Inc. will provide coverage in accordance with the terms of the contract for the group plan/policy.
5. I agree that the provision of coverage and benefits is contingent upon payment of premiums and may be terminated in accordance with the terms of the group plan/policy if premiums are not paid timely. I authorize my Employer to withhold payments from my wages as contribution to the premium, as appropriate.

Misrepresentations

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.

Services and products may be provided by Horizon Blue Cross Blue Shield of New Jersey or Horizon Healthcare of New Jersey, Inc., each of which are independent licensees of the Blue Cross and Blue Shield Association.

Notices

General Notice of Special Enrollment Rights

If you are declining enrollment under your group health plan for yourself and/or your dependents (if your plan includes coverage for dependents) because of other health insurance or other group health plan coverage, you may be able to enroll yourself and those dependents in this group health plan if you or the dependents lose eligibility for that other coverage (or if the other employer or plan provider stops contributing toward your or your dependents' other coverage). However, you must request enrollment within 31 days after your or your dependents' other coverage ends (or after the other employer or plan provider stops contributing toward the other coverage).

In addition, if your plan includes coverage for dependents and you acquire a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll yourself and your dependents under this plan after declining its coverage. However, you must request enrollment within 31 days after the marriage, birth, adoption or placement for adoption.

If you decline coverage under this plan, you may be asked to state in writing whether the declination was due to the existence of other health coverage. If this is so and you don't provide the statement, the above special enrollment rights may not be available to you if you need them.

To request special enrollment or obtain more information about it, contact your benefits department or personnel representative.

Notice on Dependent Under 30 Continuation

Horizon Blue Cross Blue Shield of New Jersey will bill over- age dependents directly and enrollees will remit the premium directly to Horizon. When Dependent Under 30 Continuation is selected, the home address must be completed under Section "A – Type of Activity" even when it is the same as the employee's address.

Important Note:

- Although the employee must continue eligibility under the dependent's plan for continued coverage of the dependent, in addition to the additional applicable eligibility criteria, coverage for the dependent will be issued as stand-alone coverage. All cost-sharing requirements and limitations will apply and will not be combined with the employee's policy. Consequently, covered expenses incurred by the over-age dependent will not contribute to family deductibles and out-of-pocket maximums, nor will family incurred expenses contribute to the over-age dependent's deductibles or out-of-pocket maximums.