(DO NOT STAPLE)

# Employee Enrollment Form

UnitedHealthcare
A UnitedHealth Group Company

**To speed the enrollment process, please be thorough and fill out all sections that apply.**

**To Be Completed by Employer** | **Requested Effective Date of Coverage/Date of Change** / /

Group Name/Policy Number

**Date of Hire** / /

Position/Title

Hours Worked per week

Reason for Application
☐ New Group Plan ☐ New Hire
☐ Life Event/Date_____ ☐ Annual Open Enrollment
☐ Status Change_____
☐ Dependent Add/Delete
☐ Change Name/Address ☐ Late Enrollee
☐ Waiving Coverage
☐ Termination
☐ Other_____

Employee Type
(Check all that apply)
☐ Active ☐ COBRA ☐ State Continuation
Start dt ____/____/____
End dt____/____/____
☐ Hourly ☐ Salary
☐ Union ☐ Non-Union ☐ Retired
☐ Other _____

## A. Employee Information

**If you are waiving all coverage, please complete sections A and F.**

| Last Name | First Name | MI | Social Security Number | Home/Cell Phone<br>Work Phone |
|---|---|---|---|---|
| | | | | |

| Address | Apt # | City | State | Zip Code | Language preference, if not English |
|---|---|---|---|---|---|
| | | | | | |

| Date of Birth / / | Sex ☐ M ☐ F | Height | Weight | Used tobacco in the last 12 months? ☐ Yes ☐ No | Email Address |
|---|---|---|---|---|---|
| | | | | | |

| Marital Status | Physician* (First & Last Name)/ ID # | Primary Care Dentist** (First & Last Name)/ ID # |
|---|---|---|
| ☐ Single ☐ Married<br>☐ Divorced ☐ Widowed | | |

## B. Family Information

**List All Enrolling (Attach sheet if necessary)**

| Last Name First Name MI<br>Social Security Number | Sex | Relationship*** | Birthdate | Height | Weight | Physician* (Name/ID#)<br>Primary Care Dentist** (Name/ID#) | Tobacco Used |
|---|---|---|---|---|---|---|---|
| – – | M F | Spouse [/Domestic Partner] | | | | | ☐ Yes ☐ No |
| – – | M F | Dependent | | | | | ☐ Yes ☐ No |
| – – | M F | Dependent | | | | | ☐ Yes ☐ No |
| – – | M F | Dependent | | | | | ☐ Yes ☐ No |
| – – | M F | Dependent | | | | | ☐ Yes ☐ No |

*Important: For UnitedHealthcare Navigate, Select, Select Plus, and other products requiring you to choose a Primary Care Physician, you must use the UnitedHealthcare directory of providers to choose a Primary Care Physician for yourself and each of your covered dependents. **Please see employer representative as some dental plans require a Primary Care Dentist (PCD) selection. ***For court ordered dependent, legal documentation must be attached. If dependent does not reside with eligible employee, please provide address on a separate sheet.

Coverage Provided by "UnitedHealthcare and Affiliates":
Medical coverage provided by UnitedHealthcare Insurance Company of New York
Dental coverage provided by UnitedHealthcare Insurance Company of New York
Short-Term Disability (STD), Long-Term Disability (LTD) Insurance coverage provided by UnitedHealthcare Insurance Company or Unimerica Insurance Company
Vision coverage provided by UnitedHealthcare Insurance Company or Unimerica Insurance Company

Employee Name _____

## C. Product Selection

**Please check the box for each coverage you or your dependents are enrolling in.**
If your employer offers a choice of plans, indicate which plan you are selecting. Indicate the dollar amount selected for the Life and Accidental Death & Dismemberment (AD&D), Supplemental Life, Short-Term Disability (STD), and Long-Term Disability (LTD) plans. Benefit offerings are dependent upon employer selection.

| Person | Medical | Dental | Vision | Supp AD&D |
|---|---|---|---|---|
| Employee | ☐ _____ | ☐ _____ | ☐ | ☐ $_____ |
| Spouse [Domestic Partner] | ☐ | ☐ | ☐ | ☐ $_____ |
| Dependent | ☐ | ☐ | ☐ | ☐ $_____ |

| Person | STD | LTD | | |
|---|---|---|---|---|
| Employee | ☐ $_____ | ☐ $_____ | | |

## D. Prior Medical Insurance Information

**This section must be completed to receive credit for prior medical coverage.**

Within the last 12 months, have you, your spouse, or your dependents had any other medical coverage?
☐ NO ☐ YES (if yes, please complete this section.)

Prior medical carrier name _____ Effective date ___/___/___ End date ___/___/___

Prior coverage type: ☐ Employee ☐ Spouse ☐ Child(ren) ☐ Family

## E. Other Medical Coverage Information

**This section must be completed. (Attach sheet if necessary.)**

On the day this coverage begins, will you, your spouse or any of your dependents be covered under any other medical health plan or policy, including another UnitedHealthcare plan or Medicare? ☐ YES (continue completing this section) ☐ NO (skip the rest of this section)

Name of other carrier _____

| Other Group Medical Coverage Information (only list those covered by other plan) | Type (B/S/F)* | Effective Date MM/DD/YY | End Date MM/DD/YY | Name and date of birth of policyholder for other coverage |
|---|---|---|---|---|
| Employee: | | | | |
| Spouse Name: | | | | |
| Dependent Name: | | | | |
| Dependent Name: | | | | |
| Dependent Name: | | | | |

*B. Enter 'B' when this dependent is covered under both you and your spouse's insurance plan (married)
S. Enter 'S' if you are the parent awarded custody of this dependent and no other individual is required to pay for this dependent's medical expenses.
F. Enter 'F' if this dependent is covered by another individual (not a member of your household) required to pay for this dependent's medical expenses.

Medicare – Employee Information: If enrolled in Medicare, please attach a copy of your Medicare ID card.
☐ Enrolled in Part A: Effective Date _____ ☐ Ineligible for Part A* ☐ Not Enrolled in Part A (chose not to enroll)**
☐ Enrolled in Part B: Effective Date _____ ☐ Ineligible for Part B* ☐ Not Enrolled in Part B (chose not to enroll)**
☐ Enrolled in Part D: Effective Date _____ ☐ Ineligible for Part D* ☐ Not Enrolled in Part D (chose not to enroll)**
Reason for Medicare eligibility: ☐ Over 65 ☐ Kidney Disease ☐ Disabled ☐ Disabled but actively at work
Are you receiving Social Security Disability Insurance (SSDI)? ☐ YES ☐ NO Start Date ___ /___ /___

Medicare – Spouse/Dependent Name: _____
☐ Enrolled in Part A: Effective Date _____ ☐ Ineligible for Part A* ☐ Not Enrolled in Part A (chose not to enroll)**
☐ Enrolled in Part B: Effective Date _____ ☐ Ineligible for Part B* ☐ Not Enrolled in Part B (chose not to enroll)**
☐ Enrolled in Part D: Effective Date _____ ☐ Ineligible for Part D* ☐ Not Enrolled in Part D (chose not to enroll)**
Reason for Medicare eligibility: ☐ Over 65 ☐ Kidney Disease ☐ Disabled ☐ Disabled but actively at work
*Only check "Ineligible" if you have received documentation from your Social Security benefits that indicate that you are not eligible for Medicare.
** If you are eligible for Medicare on a primary basis (Medicare pays before benefits under the group policy), you should enroll in and maintain coverage under Medicare Part A, Part B, and/or Part D as applicable.

## F. Waiver of Coverage

I decline all coverage for:
- ☐ Myself
- ☐ Spouse
- ☐ Dependent Children
- ☐ Myself and all dependents

Declining coverage due to existence of other coverage:
- ☐ Spouse's Employer's Plan
- ☐ Individual Plan
- ☐ Covered by Medicare
- ☐ Medicaid
- ☐ COBRA from Prior Employer
- ☐ VA Eligibility
- ☐ Tri-Care
- ☐ I (we) have no other coverage at this time
- ☐ Other _____

I understand that by waiving coverage at this time, I will not be allowed to participate unless I qualify at a special enrollment period or as a late enrollee, if applicable, or at the next open enrollment period. I also understand that pre-existing limitations may apply as explained in the Rights and Responsibilities brochure which I have received with this form.

| Date | Employee Signature if waiving coverage |
|---|---|
| | |

## G. Signature

I authorize UnitedHealthcare Insurance Company of New York and its affiliates ("UnitedHealthcare and Affiliates") to obtain, use and disclose my medical, claim or benefit records, including any individually identifiable health information contained in these records. I understand these records may contain information created by other persons or entities (including health care providers) as well as information regarding the use of drug, alcohol, HIV/AIDS, mental health (other than psychotherapy notes), sexually transmitted disease and reproductive health services. I authorize any health care provider, pharmacy benefit manager, other insurer or reinsurer, hospital, clinic or other medical facility, health care clearinghouse, and any of their affiliates, representatives or business associates, to disclose my information to UnitedHealthcare and Affiliates. I understand the purpose of the disclosure and use of my information is to allow UnitedHealthcare and Affiliates to make decisions regarding eligibility, enrollment, underwriting and premium risk rating. I understand this authorization is voluntary and I may refuse to sign the authorization. My refusal may, however, affect my ability to enroll in the health plan or receive benefits, if permitted by law. I understand I may revoke this authorization at any time by notifying my UnitedHealthcare and Affiliates representative in writing, except to the extent that action has already been taken in reliance on this authorization. As required by HIPAA, UnitedHealthcare and Affiliates also request that I acknowledge the following, which I do: I understand that information I authorize a person or entity to obtain and use may be re-disclosed and no longer protected by federal privacy regulations. This authorization, unless revoked earlier, expires 24 months after the date it is signed.

I understand that I am completing a health application and that each response must be complete and accurate. I (we) request the indicated group medical coverage for myself and, if the plan provides, for my dependents. I authorize any required premium contributions to be deducted from earnings. I (we) have not given the agent or any other persons any health information not included on the application. I (we) understand that UnitedHealthcare and Affiliates is not bound by any statements I (we) have made to any agent or to any other persons, if those statements are not written or printed on this application and any attachments. I have a continuing obligation to report changes in health status (e.g. received medical advice, diagnosis, care or treatment) after I sign the enrollment form and before receipt of my identification card.

UnitedHealthcare is only seeking to collect information about the current health status of those persons listed on the application. You should not include any genetic information. Please do not include any family medical history information or any information related to genetic services or genetic diseases for which you believe you or your dependents may be at risk.

Please maintain a copy of this authorization for your records.

**Any person who knowingly and with intent to defraud any insurance company or other person who 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 five thousand dollars and the stated value of the claim for each such violation.**

| Date | Employee Signature for all applying | Spouse Signature (if applying for coverage) |
|---|---|---|
| | | |