

# Employee Enrollment Form New York



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

<b>To Be Completed By Employer</b>		<b>Requested Effective Date of Coverage/Date of Change</b> / /	
Group Name		Policy number	
<b>Date Of Hire</b>	Reason for Application <input type="checkbox"/> New Group Plan <input type="checkbox"/> New Hire <input type="checkbox"/> Life Event/Date _____ <input type="checkbox"/> Annual <input type="checkbox"/> Status Change _____ Open <input type="checkbox"/> Dependent Add/Delete Enrollment <input type="checkbox"/> Change Name/Address <input type="checkbox"/> Late <input type="checkbox"/> Part Time to Full Time Enrollee <input type="checkbox"/> Waiving Coverage <input type="checkbox"/> Termination <input type="checkbox"/> Other	Employee Type (Check all that apply) <input type="checkbox"/> Active <input type="checkbox"/> COBRA <input type="checkbox"/> State Continuation Start dt ___/___/___ End dt ___/___/___ <input type="checkbox"/> Hourly <input type="checkbox"/> Salary <input type="checkbox"/> Union <input type="checkbox"/> Non-Union <input type="checkbox"/> Retired <input type="checkbox"/> Other _____	
Position/Title			
Hours Worked per week			

**A. Employee Information**      **If you are waiving all coverage, please complete sections A and B.**

Last Name		First Name		MI	Social Security Number/Tax Identification Number	
Address		Apt #	City	State	ZIP Code	Home Phone
Date of Birth / /		Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> N	Marital status <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Widowed		Cell Phone	
Email Address:		Language preference, if not English _____		Work Phone		
				<b>You must fill out the following section:</b> Would you like to be added to the Donate Life Registry? <input type="checkbox"/> Yes <input type="checkbox"/> Skip this question		

To select paperless delivery complete and sign the enrollment form and provide your email address. Check here to receive your required plan communications electronically.

<b>Primary Care Physician<sup>1</sup></b>	Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Primary Care Dentist<sup>2</sup></b>
Physician first & last name _____		Dentist first & last name _____
Address _____		ID# _____
ID# _____ - _____		Existing patient? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>B. Waiver of coverage</b>	Declining coverage due to existence of other coverage: <input type="checkbox"/> Spouse's Employer's Plan <input type="checkbox"/> Individual Plan <input type="checkbox"/> Covered by Medicare <input type="checkbox"/> Medicaid <input type="checkbox"/> COBRA from Prior Employer <input type="checkbox"/> VA Eligibility <input type="checkbox"/> Tri-Care <input type="checkbox"/> I (we) have no other coverage at this time <input type="checkbox"/> 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 decline all coverage for: <input type="checkbox"/> Myself <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Myself and all dependents		
Date	Employee Signature if waiving all coverage	

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  
Vision coverage provided by UnitedHealthcare Insurance Company of New York

Employee Name \_\_\_\_\_

**C. Family Information** **List All Enrolling (Attach sheet if necessary)**

Relationship <sup>3</sup> Spouse /Domestic Partner	Last Name	First Name			
	Social Security Number/Tax Identification Number	ZIP Code	MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> N	Date of Birth / /

**You must fill out the following section:** Would you like to be added to the Donate Life Registry?  Yes  Skip this question

<b>Primary Care Physician<sup>1</sup></b> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Primary Care Dentist<sup>2</sup></b> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
Physician First & Last Name _____	Dentist First & Last Name _____
Address _____	ID# _____
ID# _____ - _____	

Relationship <sup>3</sup> Dependent	Last Name	First Name			
	Social Security Number/Tax Identification Number	ZIP Code	MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> N	Date of Birth / /

**You must fill out the following section:** Would you like to be added to the Donate Life Registry?  Yes  Skip this question

<b>Primary Care Physician<sup>1</sup></b> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Primary Care Dentist<sup>2</sup></b> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
Physician First & Last Name _____	Dentist First & Last Name _____
Address _____	ID# _____
ID# _____ - _____	

Relationship <sup>3</sup> Dependent	Last Name	First Name			
	Social Security Number/Tax Identification Number	ZIP Code	MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> N	Date of Birth / /

**You must fill out the following section:** Would you like to be added to the Donate Life Registry?  Yes  Skip this question

<b>Primary Care Physician<sup>1</sup></b> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Primary Care Dentist<sup>2</sup></b> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
Physician First & Last Name _____	Dentist First & Last Name _____
Address _____	ID# _____
ID# _____ - _____	

Relationship <sup>3</sup> Dependent	Last Name	First Name			
	Social Security Number/Tax Identification Number	ZIP Code	MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> N	Date of Birth / /

**You must fill out the following section:** Would you like to be added to the Donate Life Registry?  Yes  Skip this question

<b>Primary Care Physician<sup>1</sup></b> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Primary Care Dentist<sup>2</sup></b> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
Physician First & Last Name _____	Dentist First & Last Name _____
Address _____	ID# _____
ID# _____ - _____	

Relationship <sup>3</sup> Dependent	Last Name	First Name			
	Social Security Number/Tax Identification Number	ZIP Code	MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> N	Date of Birth / /

**You must fill out the following section:** Would you like to be added to the Donate Life Registry?  Yes  Skip this question

<b>Primary Care Physician<sup>1</sup></b> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Primary Care Dentist<sup>2</sup></b> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
Physician First & Last Name _____	Dentist First & Last Name _____
Address _____	ID# _____
ID# _____ - _____	

(1) For products requiring you to choose a Primary Care Physician (PCP), you must use the UnitedHealthcare directory of providers to choose a PCP for yourself and each of your covered dependents. (2) Please see employer representative as some dental plans require a Primary Care Dentist (PCD) selection. (3) For court ordered dependent, legal documentation must be attached. If a dependent does not reside with eligible employee, please provide address on a separate sheet.

Employee name \_\_\_\_\_

<b>D. Product Selection</b>		<b>Please check the box for each coverage in which you or your dependents are enrolling.</b> If your employer offers a choice of plans, indicate which plan you are selecting. Benefit offerings are dependent upon employer selection.		
Person	Medical	Dental	Vision	
Employee	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/>	
Spouse/Domestic Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**E. Prior Medical Insurance Information**

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

**F. 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.

**F. Other Medical Coverage Information (continued)** **This section must be completed. (Attach sheet if necessary.)**

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.

## G. Signature

Your enrollment in the plan is expressly conditioned upon your acceptance of all terms and conditions contained in this enrollment application. If you do not agree to the following terms and conditions, you may not complete your enrollment.

### TERMS AND CONDITIONS

As a condition of my and/or my dependents' participation in the plan, and in consideration for the privileges that come from participation in the plan, I hereby agree for myself and/or for my dependents as follows:

I recognize and understand that the plan contracts with physicians and other providers that make up the plan network. I recognize that all physicians and other providers that participate in the plan network are subject to credentialing under applicable State regulations and pursuant to the plan's network credentialing process. I understand that such credentialing includes a review of provider education, training and licensure. I recognize that all physicians and other providers that participate in the plan network are independent contractors and not the plan's employees or agents and are solely responsible for any malpractice, adverse outcomes, or any other claims arising from medical treatment rendered to me and my dependents. I HEREBY AGREE THAT THE PLAN IS NOT RESPONSIBLE NOR LIABLE FOR ANY ADVICE, COURSE OF TREATMENT, DIAGNOSIS OR ANY OTHER INFORMATION, SERVICES OR PRODUCTS THAT I OR MY DEPENDENTS OBTAIN THROUGH A PARTICIPATING NETWORK PHYSICIAN OR OTHER PROVIDER.

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. I authorize any required premium contributions to be deducted from my earnings. I (we) have not given the agent or any other persons any required information not included on the application. I (we) understand that UnitedHealthcare 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.

Please note that if you make a material misrepresentation on this form we may be allowed by law to take one or more of the following actions: terminate or non-renew your coverage or change your premium retroactively to the date your policy became effective.

I understand that the health benefit plan that I have selected provides reimbursement for certain medical costs, which are more fully described in the current Certificate of Coverage. I understand there may be instances where treatment decisions made by my physician or me or medical expenses which I have incurred may not be covered by my health benefit plan.

I understand that information collected in connection with administration of the benefit plan may be used to bring to my attention health or health-related procedures, products and services that might be valuable to me and otherwise as permitted by law. I understand that you may combine that information with other information so that it is no longer individually identifiable and use it for commercial and other purposes.

Please maintain a copy of this authorization for your records. I (we) know that I (we) have the right to ask for and to receive a copy of this authorization. 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. I (we) agree that this authorization, unless revoked earlier, is valid for 24 months from the date below.

## Disclosures

I authorize UnitedHealthcare Insurance Company and its affiliates (collectively, "UnitedHealthcare") 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 HIV/AIDS, mental health (other than psychotherapy notes and substance use disorder records), 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 that the purpose of the disclosure and use of my information is to allow UnitedHealthcare to facilitate the appropriate management of treatment, services, payment and benefits. I further understand that the information disclosed will not be used for purposes of eligibility, enrollment, underwriting and premium risk rating. I understand this authorization for this disclosure of my medical, claim or benefit records is voluntary and I may refuse to sign the authorization. I understand I may revoke this authorization at any time by notifying my UnitedHealthcare representative in writing, except to the extent that action has already been taken in reliance on this authorization. As required by HIPAA, UnitedHealthcare also requires 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.

**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)
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