HealthPartners | Robin HealthPartners

EMPLOYEE CHANGE FORM

8170 33rd AVENUE SOUTH, P.O. Box 297
MINNEAPOLIS, MN 55440-0297

NAME OF EMPLOYER_____ GROUP NUMBER_____ EFFECTIVE DATE OF CHANGE:_____

SUBGROUP CHANGE FROM_____ To_____ EMPLOYEE STATUS ☐ Active ☐ Retired ☐ COBRA

EMPLOYEE: COMPLETE ALL UNSHADED AREAS If you are requesting to change your clinic, you DO NOT need to complete this form. Simply call Member Services at the phone number on the back of your member ID card.

EMPLOYEE'S LAST NAME (LEGAL NAME)_____ DATE OF BIRTH_____

FIRST NAME_____ M.I._____ SOCIAL SECURITY_____

CHANGE of ADDRESS ☐ STREET ADDRESS_____ APT. NO._____ WORK TELEPHONE_____

CITY_____ STATE_____ Zip_____ HOME TELEPHONE_____

CHANGE of NAME ☐ FROM: _____ To: _____

CHECK TYPE OF PLAN(S) AFFECTED BY CHANGE: ☐ MEDICAL ☐ DENTAL ☐ MEDICAL AND DENTAL

CANCELLATION OF COVERAGE ☐

CANCELLATIONS

☐ Cancel all coverage
☐ Cancel all dependent coverage only
☐ Cancel coverage only on the dependent(s) listed below

REASONS FOR CANCELLATION

☐ Employee terminated
☐ Employee now ineligible
☐ Dependent now ineligible
☐ Moved outside of area
☐ Divorce
☐ Other
☐ Dissatisfied
☐ Death

Last date of eligibility _____

COBRA CONTINUATION ☐ Qualifying event:_____ Event Date_____

☐ MEDICAL PLAN CHANGE:
from Plan _____
to Plan _____

☐ DENTAL PLAN CHANGE:
from Plan _____
to Plan _____

If you have dependents, see below. This change may only be made upon renewal. Once change is made, plan election will remain in force until next renewal date.

☐ ADDITIONS TO COVERAGE Add coverage on the dependents listed below. Indicate reason for change:

☐ Birth
☐ Married on: _____
☐ Life event _____ Date _____

DEPENDENT INFORMATION Complete the following information for each dependent affected by the change. Please be sure to list clinic choice for each dependent.

LAST NAME (IF DIFFERENT)	FIRST NAME	MI	DATE OF BIRTH	SEX (M/F)	GENDER (M/F/U)	SOCIAL SECURITY NUMBER *	RETLATIONSHIP TO EMPLOYEE	CLINIC NUMBER**

* Your Social Security number is requested but not required for enrollment. This information is used for IRS tax reporting regarding your health plan.

** Primary clinic plans only

Do any of the dependent (s) listed above reside at a different address from the applicant?

☐ No ☐ Yes If YES, list dependent(s) name and address: _____

At the time of your effective date with HealthPartners, will you, your spouse, and/or dependent(s) be insured by any other health insurance company?

☐ NO ☐ YES If YES, please complete the Coordination of Benefits Form. Check which type: ☐ Group ☐ Individual

I UNDERSTAND FRAUD OR AN INTENTIONAL MISREPRESENTATION OR OMISSION OF MATERIAL FACT IN THIS APPLICATION MAY RESULT IN THE DENIAL CLAIMS, CANCELLATION OR RESCISSION OF COVERAGE. If I choose to electronically sign my name, I am agreeing to conduct transactions electronically and intend for my electronic signature to have the same effect as my written signature.

SIGNATURE OF EMPLOYEE _____ DATE SIGNED _____ SIGNATURE OF EMPLOYER _____ DATE SIGNED _____