



CERTIFIED STAFF

Insurance Enrollment / Change Application

For Office Use Only

Effective Date	Employment Date	Termination Date N/A
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EMPLOYEE INFORMATION - All fields are required. Please print.

Social Security Number	Medicare HIC # (if applicable)
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Employer Name
Glenview School District #34

Employee Name	Birthdate
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Employee Address	City	State	Zip
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Phone Number	Email Address	Gender [] Male [] Female	Marital Status [] S [] M [] D [] W
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PLAN INFORMATION

Enrollment Type
 New Enrollee / Open Enrollment
 Late Applicant
 Special Open Enrollment
 Change from previous coverage

Blue Cross / Blue Shield MEDICAL Plan
 PPO Plan 1000
 PPO Plan 1250
 HDHP 3300
 HMO A (HMO Illinois)
 HMO B (Blue Advantage)

Blue Cross / Blue Shield MEDICAL Plan Coverage Level
 Employee Only
 Employee + Spouse
 Employee + Child
 Family

BCBSIL DENTAL Plan Coverage Level
 Employee Only
 Family

Add Dependents Effective Date: ___/___/_____
 Marriage
 Newborn
 Adoption/Placemen
 Legal Guardianship
 Other:

Cancel Dependents Effective Date: ___/___/_____
 Divorce
 Age Limit
 Other:

Cancel Coverage (Check all that apply) Effective Date: ___/___/_____
 Terminate Coverage
 Waive Coverage
 Leave/Layoff
 Other:

If electing HMO, the Medical Group and/or PCP information for all dependents is required.

You must indicate your **Primary Care Physician (PCP)** and **Woman's Principal Health Care Provider (WPHCP)** if applicable. A *Woman's Principal Health Care Provider* may be seen for care without referrals from your Primary Care Physician, however your Primary Care Physician and your Woman's Principal Health Care Provider must be affiliated with or employed by your Participating IPA/Participating Medical Group.

PCP's Medical Group #	PCP's Medical Group Name	PCP's Name	PCP's Provider #

WPHCP's Medical Group #	WPHCP's Medical Group Name	WPHCP's Name	WPHCP's Provider #

Is this employee an existing patient of the Primary Care Provider?
 Yes
 No

DEPENDENT INFORMATION

Effective 1/1/09, by Federal Regulation, Employees and Dependents must provide their SSN to be enrolled for benefits.

If electing HMO, please provide PCP and Women's Principal Health Care Provider (if applicable) info for each dependent.

Dependent Name	Relationship	Gender	Birthdate	Social Security Number

PCP's MG#	PCP's Medical Group Name	PCP's Name	PCP's Provider #
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WPHCP's MG#	WPHCP's Medical Group Name	WPHCP's Name	WPHCP's Provider #
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Dependent Name	Relationship	Gender	Birthdate	Social Security Number

PCP's MG#	PCP's Medical Group Name	PCP's Name	PCP's Provider #
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WPHCP's MG#	WPHCP's Medical Group Name	WPHCP's Name	WPHCP's Provider #
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Dependent Name	Relationship	Gender	Birthdate	Social Security Number

PCP's MG#	PCP's Medical Group Name	PCP's Name	PCP's Provider #
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WPHCP's MG#	WPHCP's Medical Group Name	WPHCP's Name	WPHCP's Provider #
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Dependent Name	Relationship	Gender	Birthdate	Social Security Number

PCP's MG#	PCP's Medical Group Name	PCP's Name	PCP's Provider #
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WPHCP's MG#	WPHCP's Medical Group Name	WPHCP's Name	WPHCP's Provider #
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OTHER INSURANCE INFORMATION

Have Certificate of Coverage? Yes No N/A - I have been covered under this Medical plan for 12 or more consecutive months
If blank, plan will assume "No"

Do you or any of your dependents have other group medical coverage or Medicare? Yes (please provide info below) No

Name of Individual with other coverage _____ Other Insurance Carrier or TPA _____

Address of Carrier or TPA, City, State, Zip _____ Effective Date of coverage: _____

Waiver of Coverage

I am waiving coverage under the following plans:

Medical Dental

If declining medical coverage due to other coverage, please choose below.

Medicare (Employee) coverage Parents' coverage Spousal coverage COBRA

Medicaid or other State/Federal coverage (ex: VA) Other: _____

Certification

If you refuse coverage for yourself, you automatically refuse that coverage for any dependents. If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided that you request enrollment within 30 days after your other coverage ends. Also, you must indicate the reason for declining enrollment to later be eligible under the special enrollment rules. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption. The pre-existing conditions limitation is stated in the summary plan description. You and/or your dependents have the right to demonstrate creditable coverage by requesting a certificate of coverage from your prior plan or insurer. If necessary and requested, this plan will assist you in obtaining this certificate.

By signing below, I certify the above information is true and correct.

Signature of Employee

Date