

# Employee Enrollment Form

## New Mexico



UnitedHealthcare®

UnitedHealthcare of New Mexico

**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	Reason for Application		Employee Type		
	<input type="checkbox"/> New Group Plan	<input type="checkbox"/> New Hire	(Check all that apply)		
Position/Title	<input type="checkbox"/> Life Event/Date _____	<input type="checkbox"/> Annual	<input type="checkbox"/> Active	<input type="checkbox"/> COBRA	<input type="checkbox"/> State Continuation
	<input type="checkbox"/> Status Change _____	Open	Start dt ____/____/____		
Hours Worked per week	<input type="checkbox"/> Dependent Add/Delete	Enrollment	End dt ____/____/____		
	<input type="checkbox"/> Change Name/Address	<input type="checkbox"/> Late	<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	
	<input type="checkbox"/> Part time to Full time	Enrollee	<input type="checkbox"/> Union	<input type="checkbox"/> Non-Union	<input type="checkbox"/> Retired
	<input type="checkbox"/> Waiving Coverage	<input type="checkbox"/> Termination	<input type="checkbox"/> Other _____		
Salary \$ _____	Required only if Life Plan based on salary				
	<input type="checkbox"/> Other _____				

A. Employee Information			If you are waiving all coverage, please complete sections A and B.															
Last Name			First Name			MI		Social Security Number										
											—			—				
Address			Apt #	City			State		Zip Code			Home Phone						
Date of Birth / /		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Divorced	<input type="checkbox"/> Married	<input type="checkbox"/> Widowed	Cell Phone										
			Language Preference, if not English _____										Work Phone					
Email Address:						Do you use tobacco? <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you currently participating in a tobacco cessation program or do you intend to join one? <input type="checkbox"/> Yes <input type="checkbox"/> No												

To select paperless delivery complete and sign the enrollment form and provide your email address.  
Check here to receive your Required Plan Communications by mail ☐

<b>Primary Care Physician<sup>2</sup></b> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No Physician First & Last Name _____ Address _____ ID# _____	<b>Primary Care Dentist<sup>3</sup></b> Dentist First & Last Name _____ ID# _____ Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>B. Waiver of Coverage</b> 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		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.
Date	Employee Signature if waiving all coverage		

Medical coverage provided by UnitedHealthcare of New Mexico  
Dental coverage provided by UnitedHealthcare Insurance Company  
Life Insurance coverage provided by UnitedHealthcare Insurance Company  
Vision coverage provided by UnitedHealthcare Insurance Company

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

C. Family Information				List All Enrolling (Attach sheet if necessary)			
Relationship <sup>4</sup>	Last Name		First Name		MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth / /
Spouse /Domestic Partner	Social Security Number       -		Do you use tobacco? <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you currently participating in a tobacco cessation program or do you intend to join one? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Primary Care Physician <sup>2</sup> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No			Primary Care Dentist <sup>3</sup> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Physician First & Last Name _____			Dentist First & Last Name _____				
Address _____			ID# _____				
ID# _____							
Relationship <sup>4</sup>	Last Name		First Name		MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth / /
Dependent	Social Security Number       -		Do you use tobacco? <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you currently participating in a tobacco cessation program or do you intend to join one? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Primary Care Physician <sup>2</sup> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No			Primary Care Dentist <sup>3</sup> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Physician First & Last Name _____			Dentist First & Last Name _____				
Address _____			ID# _____				
ID# _____			Permanently disabled and age 26 or older <sup>5</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No				
Relationship <sup>4</sup>	Last Name		First Name		MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth / /
Dependent	Social Security Number       -		Do you use tobacco? <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you currently participating in a tobacco cessation program or do you intend to join one? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Primary Care Physician <sup>2</sup> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No			Primary Care Dentist <sup>3</sup> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Physician First & Last Name _____			Dentist First & Last Name _____				
Address _____			ID# _____				
ID# _____			Permanently disabled and age 26 or older <sup>5</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No				
Relationship <sup>4</sup>	Last Name		First Name		MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth / /
Dependent	Social Security Number       -		Do you use tobacco? <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you currently participating in a tobacco cessation program or do you intend to join one? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Primary Care Physician <sup>2</sup> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No			Primary Care Dentist <sup>3</sup> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Physician First & Last Name _____			Dentist First & Last Name _____				
Address _____			ID# _____				
ID# _____			Permanently disabled and age 26 or older <sup>5</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No				
Relationship <sup>4</sup>	Last Name		First Name		MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth / /
Dependent	Social Security Number       -		Do you use tobacco? <sup>1</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you currently participating in a tobacco cessation program or do you intend to join one? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Primary Care Physician <sup>2</sup> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No			Primary Care Dentist <sup>3</sup> Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Physician First & Last Name _____			Dentist First & Last Name _____				
Address _____			ID# _____				
ID# _____			Permanently disabled and age 26 or older <sup>5</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No				

(1) Tobacco means all tobacco products, including, but not limited to, cigarettes, cigars, and chewing tobacco. You should only check the "yes" box above if tobacco was used four or more times per week on average (excluding religious or ceremonial use) within the past 6 months by someone of legal age to purchase tobacco in the state of residence. (2) For UnitedHealthcare Compass, Navigate, Select, Select Plus, and other 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. (3) Please see employer representative as some dental plans require a Primary Care Dentist (PCD) selection. (4) 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. (5) If you answered "Yes" for Disabled and the dependent child is 26 years of age or older, unmarried, chiefly dependent upon subscriber for support and is not able to be self-supporting because of a physically or mentally disabling injury, illness or condition, please attach a medical certification of disability.

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. Indicate the dollar amount selected for the Life and Accidental Death & Dismemberment (AD&D), Supplemental Life plans. Benefit offerings are dependent upon employer selection.			
Person	Medical	Dental	Vision	Basic Life/AD&D	Supp Life/AD&D
Employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
Spouse Domestic Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
Dependent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
Employee	<input type="checkbox"/>	<input type="checkbox"/>			
Life Insurance Beneficiary Full Name and Address (if applying for Life Insurance with UnitedHealthcare)					
					Relationship
Primary					
Secondary					

<b>E. Prior Medical Insurance Information</b>	
Within the last 12 months, have you, your spouse, or your dependents had any other medical coverage? <input type="checkbox"/> NO <input type="checkbox"/> YES (if yes, please complete this section.)	
Prior medical carrier name _____	Effective date ____ / ____ / ____ End date ____ / ____ / ____
Prior coverage type: <input type="checkbox"/> Employee <input type="checkbox"/> Spouse <input type="checkbox"/> Child(ren) <input type="checkbox"/> Family	

<b>F. Other Medical Coverage Information</b>		<b>This section must be completed. (Attach sheet if necessary.)</b>		
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? <input type="checkbox"/> YES (continue completing this section) <input type="checkbox"/> 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.	
<input type="checkbox"/> Enrolled in Part A: Effective Date _____	<input type="checkbox"/> Ineligible for Part A*	<input type="checkbox"/> Not Enrolled in Part A (chose not to enroll)**	
<input type="checkbox"/> Enrolled in Part B: Effective Date _____	<input type="checkbox"/> Ineligible for Part B*	<input type="checkbox"/> Not Enrolled in Part B (chose not to enroll)**	
<input type="checkbox"/> Enrolled in Part D: Effective Date _____	<input type="checkbox"/> Ineligible for Part D*	<input type="checkbox"/> Not Enrolled in Part D (chose not to enroll)**	
Reason for Medicare eligibility: <input type="checkbox"/> Over 65 <input type="checkbox"/> Kidney Disease <input type="checkbox"/> Disabled <input type="checkbox"/> Disabled but actively at work			
Are you receiving Social Security Disability Insurance (SSDI)? <input type="checkbox"/> YES <input type="checkbox"/> NO Start Date ____ / ____ / ____			

Medicare – Spouse/Dependent Name: _____	
<input type="checkbox"/> Enrolled in Part A: Effective Date _____	<input type="checkbox"/> Ineligible for Part A* <input type="checkbox"/> Not Enrolled in Part A (chose not to enroll)**
<input type="checkbox"/> Enrolled in Part B: Effective Date _____	<input type="checkbox"/> Ineligible for Part B* <input type="checkbox"/> Not Enrolled in Part B (chose not to enroll)**
<input type="checkbox"/> Enrolled in Part D: Effective Date _____	<input type="checkbox"/> Ineligible for Part D* <input type="checkbox"/> Not Enrolled in Part D (chose not to enroll)**
Reason for Medicare eligibility: <input type="checkbox"/> Over 65 <input type="checkbox"/> Kidney Disease <input type="checkbox"/> Disabled <input type="checkbox"/> 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. However, by participating in the plan I hereby acknowledge and accept that the plan is not a provider of medical services, and I am aware that obtaining or not obtaining medical care involves significant risks such as serious injury and even death. I acknowledge that the credentialing of physicians and other providers does not in any way reduce this risk.

I recognize and understand that the plan does not recommend, endorse or make any representation about the appropriateness or suitability of any specific tests, products, procedures, treatments, services, or opinions. I recognize that the plan, plan documents, and any health and wellness information provided by the plan, are not intended or implied to be a substitute for professional medical advice, diagnosis or treatment. I agree to confirm any medical information obtained from or through the plan with other sources, and will review all information regarding any medical condition or treatment with my physician.

I authorize UnitedHealthcare to obtain, use and disclose my medical, claim or benefit records, including any individually identifiable health information contained in these records when used in relation to my medical claims. 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. 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 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.

I understand that I am completing a joint life and 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 leave out information or make a 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.

Please maintain a copy of this authorization for your records.  
Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

Date	Employee Signature for all applying	Spouse Signature (if applying for coverage)
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H. Census Information (optional)

NOTE: Responding to this question is optional and is not required. Data collected in this section will be used only to help communicate with enrollees and inform them of specific programs to enhance their well-being. This information will not be used in the eligibility process.

1. Race, check all that apply:	<input type="checkbox"/> White	<input type="checkbox"/> Black, African-American	<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Asian
	<input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> Other Race, please specify _____		
2. Are you of Hispanic or Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No				