

Employee Enrollment Form West Virginia



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	
Position/Title	<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	(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 _____	
Hours Worked per week			
Salary \$ _____	Required only if Life, STD, or LTD Plan based on salary		

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
Date of Birth / /		Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U	Marital status <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Widowed		Home Phone
		Language preference, if not English _____			Cell Phone
Email Address:		Do you use tobacco? ¹ <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			
Race/Ethnicity – Check all that apply ² <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African-American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other–Please specify _____					

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 ☐

Primary Care Physician³ Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No Physician first & last name _____ Address _____ ID# _____	Primary Care Dentist⁴ Dentist first & last name _____ ID# _____ Existing patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
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B. Waiver of coverage	
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

Coverage Provided by "UnitedHealthcare and Affiliates":

Medical coverage provided by UnitedHealthcare Insurance Company

Dental coverage provided by UnitedHealthcare Insurance Company

Life, Short-Term Disability (STD), Long-Term Disability (LTD) Insurance coverage provided by UnitedHealthcare Insurance Company

Vision coverage provided by UnitedHealthcare Insurance Company

Optimum Choice, Inc.

Employee Name _____

C. Family Information		List All Enrolling (Attach sheet if necessary)			
Relationship ⁵ Spouse/ Domestic Partner	Last Name	First Name	MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U	Date of Birth / /
	Social Security Number	Do you use tobacco? ¹ <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 Physician³ Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No		Primary Care Dentist⁴ 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 ⁶ <input type="checkbox"/> Yes <input type="checkbox"/> No			
Race/Ethnicity – Check all that apply ² <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African-American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other–Please specify _____					ZIP Code _____
Relationship ⁵ Dependent	Last Name	First Name	MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U	Date of Birth / /
	Social Security Number	Do you use tobacco? ¹ <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 Physician³ Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No		Primary Care Dentist⁴ 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 ⁶ <input type="checkbox"/> Yes <input type="checkbox"/> No			
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	Social Security Number	Do you use tobacco? ¹ <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			
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	Social Security Number	Do you use tobacco? ¹ <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			
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Employee name _____

C. Family Information (continued)		List all enrolling (attach sheet if necessary)			
Relationship ⁵ Dependent	Last Name	First Name	MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U	Date of Birth / /
	Social Security Number	Do you use tobacco? ¹ <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 ³ Existing Patient? <input type="checkbox"/> Yes <input type="checkbox"/> No		Primary Care Dentist ⁴ 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 ⁶ <input type="checkbox"/> Yes <input type="checkbox"/> No			
Race/Ethnicity – Check all that apply ² <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African-American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other–Please specify _____					ZIP code _____

(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) Data collected will be used only to help communicate with enrollees and inform them of specific programs to enhance their well-being and not for eligibility or claim payment determination. (3) 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. (4) Please see employer representative as some dental plans require a Primary Care Dentist (PCD) selection. (5) 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. (6) 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.

D. Product Selection		Please check the box for each coverage in which you or your dependents are enrolling. 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	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"/> \$ _____	
Person	STD	LTD				
Employee	<input type="checkbox"/>	<input type="checkbox"/>				
Life Insurance Beneficiary Full Name and Address (if applying for Life Insurance with UnitedHealthcare)						
Primary					Relationship	
Secondary						

E. Prior Medical Insurance Information
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

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? <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.

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 workAre 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. 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 agree to assume all risks and responsibility for, and hold the plan harmless from, any and all claims for damages, including personal injury or death, medical expenses, disability, lost wages, and loss of earning capacity which may be incurred or associated with medical treatment obtained through a participating physician or other provider. 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 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 HEREBY AGREE TO NEVER DISREGARD PROFESSIONAL MEDICAL ADVICE OR DELAY SEEKING MEDICAL TREATMENT BECAUSE OF SOMETHING I HAVE READ OR ACCESSED THROUGH THE PLAN.

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 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 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 30 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.

G. Signature (continued)

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.

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.

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