



Are you a Previous Patient of PCP?

Yes  No

Are you a Previous Patient of Ob/Gyn?

Yes  No

Mailing Address

Apt or Suite

City

State

Zip

Work Phone Number

Home Phone Number

Cell Phone Number

Date of Birth

Gender

M  F

Social Security Number

Marital Status:

Single  Married

Legally Separated  Divorced/

Marital Status Event Date

Medicare Number (if applicable)

Part A Effective Date

Part B Effective Date

If Medicare eligible due to ESRD please check type of dialysis:

Self administered

Facilitated

Date started

**5 – Other Coverage Information**

Have you ever been a member of Excellus BlueCross BlueShield?  Yes  No

**In addition, please provide a copy of your “Certificate of Coverage” from your former health insurance carrier or employer.**

Are you or any member of your family enrolled in any other health or dental insurance policy (including Medicare or Medicaid)? Health?  No  Yes

/Dental?  No  Yes

If answering “Yes”, are you keeping the additional health or dental coverage? Health?  No  Yes / Dental?  No  Yes

Who did the other plan cover?  Self  Spouse  Children

Other insurance carrier name:

Other insurance name of policyholder:

Policy ID Number:

Effective Date

Termination Date

**6 – Cancellation Information**

**Please indicate who is being cancelled and the reason for cancellation (reason listing on page 4).**

Subscriber  Medical /Reason \_\_\_\_\_

Date

Dental /Reason \_\_\_\_\_

Date

Dependent (list each dependent in section 7)

Medical / Reason \_\_\_\_\_

Date

Dental / Reason \_\_\_\_\_

Date

**7 – Dependent Information**

**Please provide all information for each person to be covered.**

Subscriber’s Last Name

Subscriber’s First Name

Spouse/Domestic Partner Last Name

Spouse/Domestic Partner First Name

M.I.

Primary Care Physician’s Last Name

Primary Care Physician’s First Name

Ob/Gyn’s Last Name

Ob/Gyn’s First Name

Are you a Previous Patient of PCP?

Yes  No

Are you a Previous Patient of Ob/Gyn?

Yes  No

Male

Date of Birth

Social Security Number

Are you enrolling as a Domestic Partner?

Yes  No

Medicare Number (if applicable)

Part A Effective Date

Part B Effective Date



PLEASE PRINT CLEARLY

Instructions on last page. All Dates = mm/dd/yy

**9 – Additional Dependents**

Please provide all information for each person to be covered.

Subscriber's Last Name <input style="width: 100%; height: 20px;" type="text"/>	Subscriber's First Name <input style="width: 100%; height: 20px;" type="text"/>
Dependent's Last Name <input style="width: 100%; height: 20px;" type="text"/>	Dependent's First Name <input style="width: 100%; height: 20px;" type="text"/> M.I. <input style="width: 20px; height: 20px;" type="text"/>
Primary Care Physician's Last Name <input style="width: 100%; height: 20px;" type="text"/>	Primary Care Physician's First Name <input style="width: 100%; height: 20px;" type="text"/>
Ob/Gyn's Last Name <input style="width: 100%; height: 20px;" type="text"/>	Ob/Gyn's First Name <input style="width: 100%; height: 20px;" type="text"/>
Are you a Previous Patient of PCP? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Previous Patient of Ob/Gyn? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Male Date of Birth <input style="width: 40px; height: 20px;" type="text"/>	Social Security Number <input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> Female	Is your over-age dependent handicapped or disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No (See last page for additional information)
Is Dependent a full time student? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please indicate college/university name: College/University Name <input style="width: 60%; height: 20px;" type="text"/>	
Expected Graduation Date <input style="width: 40px; height: 20px;" type="text"/> Credit hours <input style="width: 20px; height: 20px;" type="text"/>	

Dependent's Last Name <input style="width: 100%; height: 20px;" type="text"/>	Dependent's First Name <input style="width: 100%; height: 20px;" type="text"/> M.I. <input style="width: 20px; height: 20px;" type="text"/>
Primary Care Physician's Last Name <input style="width: 100%; height: 20px;" type="text"/>	Primary Care Physician's First Name <input style="width: 100%; height: 20px;" type="text"/>
Ob/Gyn's Last Name <input style="width: 100%; height: 20px;" type="text"/>	Ob/Gyn's First Name <input style="width: 100%; height: 20px;" type="text"/>
Are you a Previous Patient of PCP? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Previous Patient of Ob/Gyn? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Male Date of Birth <input style="width: 40px; height: 20px;" type="text"/>	Social Security Number <input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> Female	Is your over-age dependent handicapped or disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No (See last page for additional information)
Is Dependent a full time student? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please indicate college/university name: College/University Name <input style="width: 60%; height: 20px;" type="text"/>	
Expected Graduation Date <input style="width: 40px; height: 20px;" type="text"/> Credit hours <input style="width: 20px; height: 20px;" type="text"/>	

Dependent's Last Name <input style="width: 100%; height: 20px;" type="text"/>	Dependent's First Name <input style="width: 100%; height: 20px;" type="text"/> M.I. <input style="width: 20px; height: 20px;" type="text"/>
Primary Care Physician's Last Name <input style="width: 100%; height: 20px;" type="text"/>	Primary Care Physician's First Name <input style="width: 100%; height: 20px;" type="text"/>
Ob/Gyn's Last Name <input style="width: 100%; height: 20px;" type="text"/>	Ob/Gyn's First Name <input style="width: 100%; height: 20px;" type="text"/>
Are you a Previous Patient of PCP? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Previous Patient of Ob/Gyn? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Male Date of Birth <input style="width: 40px; height: 20px;" type="text"/>	Social Security Number <input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> Female	Is your over-age dependent handicapped or disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No (See last page for additional information)
Is Dependent a full time student? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please indicate college/university name: College/University Name <input style="width: 60%; height: 20px;" type="text"/>	
Expected Graduation Date <input style="width: 40px; height: 20px;" type="text"/> Credit hours <input style="width: 20px; height: 20px;" type="text"/>	

Dependent's Last Name

Dependent's First Name

M.I.

Primary Care Physician's Last Name

Primary Care Physician's First Name

Ob/Gyn's Last Name

Ob/Gyn's First Name

Are you a Previous Patient of PCP?

Yes  No

Are you a Previous Patient of Ob/Gyn?

Yes  No

Male Date of Birth

Social Security Number

-   -

Is your over-age dependent handicapped or disabled?  Yes

Female        (See last page for additional information)  No

[Is Dependent a full time student?  No  Yes If yes, please indicate college/university name:

College/University Name

Expected Graduation Date

Credit hours

## Instruction Page

**Reason for Enrollment/Change:** Check the appropriate action in the space provided. An event is a specific occurrence, due to change in status, marriage, divorce, birth or adoption, group's anniversary date, or rate change. Your request **must** be received within 30 days of the event date. Please see your Group Administrator/Representative for events that fall outside the 30-day period. If New Hire, Open Enrollment, Add/Remove Dependent or Loss of Coverage, you **must** also check coverage type and persons to be covered, and Dependent Information section.

### Cancel Request

#### To Cancel an Employee/Subscriber using the Group Enrollment Form:

- check Subscriber box
- check Products to be cancelled (Medical, Dental)
- indicate Cancellation Date in space provided
- complete Subscriber Information

#### Cancel Subscriber Reasons

Left Employer/No Longer Eligible	COBRA End Date
Commercial	Subscriber Request
COBRA Begin Date	Subscriber Deceased
COBRA Handicapped/Disabled Date	Spouse's Insurance
Transfer to Traditional	Medicaid
Transfer to HMO	Medicare
Transfer to POS	

#### To Cancel a Dependent using the Group Enrollment Form:

- check Dependent box
- check Products to be cancelled (Medical, Dental)
- indicate Cancellation Date in space provided
- complete Subscriber Information
- complete Dependent Name and Dependent Birth date

#### Cancel Dependent Reasons

Marriage – when permitted by law	COBRA Begin Date
Dependent Over Age	Subscriber Request
Deceased	Divorce
Ineligible Student	Medicare

**COVERAGE TYPE** All products may not be applicable to your employer group. Please check with your Group Administrator/Representative.

**SUBSCRIBER** If you or your dependents are Medicare eligible, complete the questions regarding Medicare Coverage.

**FAMILY MEMBER INFORMATION** If there are more than seven dependents please use an additional form.

#### QUALIFIED GUIDELINES:

- A legal spouse (An ex-spouse no longer qualifies as of the date court documents are stamped and filed with the court)
- Must be under the eligible child age for your employer group:
  - natural, adopted or stepchild
- Other: Please contact your Group Administrator/Representative for the appropriate form. These dependents have additional eligibility requirements.

**Dependents pending adoption, for whom you are the legal guardian, and/or a handicapped or disabled dependent who is over the dependent age for your employer group.**

#### RELEASE

- I am applying to enroll myself and my eligible dependents, if any, under the medical and/or dental contract.
- In the event that a premium contribution is required of me, I agree to pay the premium amounts applicable to the contract under which I am covered. I authorize my employer to deduct from my payroll such applicable amounts and to remit them to Excellus BlueCross BlueShield.
- If this application is made on behalf of a minor, the responsible party must complete the application.
- By accepting this contract, I grant permission to Excellus BlueCross BlueShield to submit charges to and/or recover payment from any other insurance carrier acting as my primary insurer.
- I authorize Excellus BlueCross BlueShield to request and receive medical or dental information regarding me or my covered dependents from my healthcare practitioner or healthcare institution either orally or in writing and to use this information for providing coverage. Providing coverage includes: processing claims, reviewing grievances or complaints involving care and quality assurance reviews of care, whether based on a specific complaint or a routine audit of randomly selected cases. In the use of data for these purposes, we may transmit personal information to third parties with which we contract, including pharmacy benefit managers, disease management vendors or surveyors.
- I hereby represent that all information furnished by me hereon is true and complete to the best of my knowledge.
- **POINT OF SERVICE (POS)**

I understand that the Point of Service (POS) plan provides services on two benefit levels: in-network or out-of-network benefits. I understand that the in-network benefit provides the highest level of coverage under the plan and that I must choose a Primary Care Provider (PCP) to provide my primary care, oversee my other health care services, and, when required, obtain prior approval for certain services such as Inpatient Facility care.
- **HEALTH MAINTENANCE ORGANIZATION (HMO)**

I understand that I have elected a Health Maintenance Organization (HMO) plan and that I am required to choose a Primary Care Provider (PCP) who will provide my primary care, oversee my other health care services, and, when required, obtain prior approval for certain services such as Inpatient Facility care.
- (Applies to Dental Only) The certificate or contract for which application is being made may impose a waiting period on member(s) up to twelve (12) months for preexisting conditions, subject to the provisions of applicable law including creditable coverage requirements. The certificate or contract document will describe any applicable waiting periods.

**GROUP EMPLOYER INFORMATION** This section to be completed and signed by the Employer Group Administrator/Representative. Complete only the coverage section (Medical/Dental) that is applicable to the employee's request.

If you have any questions, please contact [your Group Administrator/Representative.

Or, visit us at:

[www.excellusbcbs.com](http://www.excellusbcbs.com)

## Notice of Nondiscrimination

Our Health Plan complies with federal civil rights laws. We do not discriminate on the basis of race, color, national origin, age, disability, or sex. The Health Plan does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

The Health Plan:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services and are a Child Health Plus or Managed Medicaid member, please call 1-800-650-4359. If you are an Essential Plan member, please call 1-877-626-9298. All others please call 1-800-499-1275.

If you believe that the Health Plan has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with:

Advocacy Department  
Attn: Civil Rights Coordinator  
PO Box 4717  
Syracuse, NY 13221  
Telephone number: 1-800-614-6575  
TTY number: 1-800-421-1220  
Fax: 1-315-671-6656

You can file a grievance in person or by mail or fax. If you need help filing a grievance, the Health Plan's Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services  
200 Independence Avenue, SW  
Room 509F, HHH Building  
Washington, D.C. 20201  
1-800-368-1019, 1-800-537-7697 (TDD)  
Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Atención: Si habla español, contamos con ayuda gratuita de idiomas disponible para usted. Si usted es un asegurado de Child Health Plus o Managed Medicaid, llame al número 1-800-650-4359. Si usted es un asegurado de Essential Plan, llame al número 1-877-626-9298. Todos los demás pueden llamar al número 1-800-499-1275.

注意：如果您说中文，您可免费获得语言协助服务。如果您是 Child Health Plus 或 Managed Medicaid 会员，请拨打 1-800-650-4359。如果您是 Essential Plan 会员，请拨打 1-877-626-9298。如非上述会员，请您拨打 1-800-499-1275。

Внимание! Если ваш родной язык русский, вам могут быть предоставлены бесплатные переводческие услуги. Если вы являетесь участником программы Child Health Plus или Managed Medicaid, позвоните по телефону 1-800-650-4359. Если вы являетесь участником программы Essential Plan, позвоните по телефону 1-877-626-9298. Всех остальных просим звонить по телефону 1-800-499-1275.

Atansyon: Si ou pa pale Kreyòl Ayisyen, gen èd gratis nan lang ki disponib pou ou. Si ou se yon manm Child Health Plus oswa Managed Medicaid, tanpri rele nimewo 1-800-650-4359. Si ou se yon manm Essential Plan, tanpri rele nimewo 1-877-626-9298. Tout lòt moun yo, tanpri rele nimewo 1-800-499-1275.

알려드립니다: 한국어를 사용하시는 경우, 무료 언어 지원을 받으실 수 있습니다. Child Health Plus 또는 Managed Medicaid 회원이신 경우, 1-800-650-4359번으로 전화해 주십시오. Essential Plan 회원이신 경우, 1-877-626-9298번으로 전화해 주십시오. 기타의 경우 1-800-499-1275번으로 전화해 주십시오.

Attenzione: Se la vostra lingua parlata è l'italiano, potete usufruire di assistenza linguistica gratuita. Se siete iscritti a un programma Child Health Plus o Managed Medicaid, chiamate il numero 1-800-650-4359. Se siete iscritti a un programma Essential Plan, chiamate il numero 1-877-626-9298. In tutti gli altri casi, chiamate il numero 1-800-499-1275.

אויפמערקזאם: אויב איר רעדט אידיש, איז אומזיסטע שפראך הילף אוועילעבל פאר אייך. אויב ביטע רופט 1-800-650-4359, Managed Medicaid מעמבער אדער Child Health Plus איר זענט א מעמבער, ביטע רופט 1-877-626-9298 אלע אנדערע ביטע רופט Essential Plan אויב איר זענט אן 1-800-499-1275.

নজর দিন: যদি আপনি বাংলায় কথা বলেন তাহলে আপনার জন্য বিনামূল্যের সাহায্য উপলভ্য রয়েছে। আপনি Child Health Plus বা Managed Medicaid এর সদস্য হলে অনুগ্রহ করে 1-800-650-4359 নম্বরে ফোন করুন। আপনি Essential Plan এর সদস্য হলে অনুগ্রহ করে 1-877-626-9298 নম্বরে ফোন করুন। অন্যান্য সমস্ত প্রশ্নের জন্য, অনুগ্রহ করে 1-800-499-1275 নম্বরে কল করুন।

Uwaga: jeśli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Jeśli jesteś członkiem ubezpieczenia Health Plus lub Managed Medicaid, zadzwoń pod nr 1-800-650-4359. Jeśli jesteś członkiem ubezpieczenia Essential Plan, zadzwoń pod nr 1-877-626-9298. Pozostałe osoby powinny dzwonić pod nr 1-800-499-1275.

Child تنبيه: إذا كنت تتحدث اللغة العربية، فإن المساعدة اللغوية المجانية متاحة لك. إذا كنت عضواً في Health Plus أو Managed Medicaid، يرجى الاتصال على الرقم 1-800-650-4359. إذا كنت عضواً في Essential Plan، يرجى الاتصال على الرقم 1-877-626-9298. لجميع البرامج الأخرى، يرجى الاتصال على الرقم 1-800-499-1275.



Remarque : si vous parlez français, une assistance linguistique gratuite vous est proposée. Si vous êtes un membre du programme Child Health Plus ou Managed Medicaid, veuillez appeler le 1-800-650-4359. Si vous êtes un membre du programme Essential Plan, veuillez appeler le 1-877-626-9298. Si vous êtes dans une autre situation, veuillez appeler le 1-800-499-1275.

نوٹ: اگر آپ اردو بولتے ہیں تو آپ کے لیے مفت میں زبان کی مدد دستیاب ہے۔ اگر آپ Child Health Plus یا Managed Medicaid کے ممبر ہیں تو براہ کرم 1-800-650-4359 پر کال کریں۔ اگر آپ Essential Plan کے ممبر ہیں تو براہ کرم 1-877-626-9298 پر کال کریں۔ باقی سبھی لوگ براہ کرم 1-800-499-1275 پر کال کریں۔

Paunawa: Kung nagsasalita ka ng Tagalog, may magagamit kang libreng tulong sa wika. Kung isa kang miyembro ng Child Health Plus o Managed Medicaid, mangyaring tumawag sa 1-800-650-4359. Kung isa kang miyembro ng Essential Plan, mangyaring tumawag sa 1-877-626-9298. Para sa lahat ng iba pa, mangyaring tumawag sa 1-800-499-1275.

Προσοχή: Αν μιλάτε Ελληνικά μπορούμε να σας προσφέρουμε βοήθεια στη γλώσσα σας δωρεάν. Αν είστε μέλος των προγραμμάτων Child Health Plus ή Managed Medicaid, καλέστε στο 1-800-650-4359. Αν είστε μέλος του προγράμματος Essential Plan, καλέστε στο 1-877-626-9298. Διαφορετικά, καλέστε στο 1-800-499-1275.

Vini re: Nëse flisni shqip, ju ofrohet ndihmë gjuhësore falas. Nëse jeni anëtar i "Child Health Plus" ose "Managed Medicaid", ju lutemi të telefononi numrin 1-800-650-4359. Nëse jeni anëtar i planit bazë, ju lutemi të telefononi numrin 1-877-626-9298. Të gjithë personave të tjerë iu lutemi që të telefonojnë numrin 1-800-499-1275.

**RECEIVED**

By A11y Updated at 10:43 am, Mar 23, 2018