

Group Benefit Administrators (GBA) enrolling new employees may submit this form online at [www.bcbsvt.com/groupenrollment](http://www.bcbsvt.com/groupenrollment). GBA or employee may complete all other transactions using our interactive PDF at [www.bcbsvt.com/groupenrollmentform](http://www.bcbsvt.com/groupenrollmentform). Type information in, print, sign and submit one of three ways, email: [asinbox@bcbsvt.com](mailto:asinbox@bcbsvt.com), fax: 802-371-3329, or mail: BCBSVT P.O. Box 186 Montpelier, VT 05601.

REQUESTED EFFECTIVE DATE

/ /

## SECTION 1 - EMPLOYER/EMPLOYEE INFORMATION

EMPLOYER NAME		ACCOUNT NO. (eight to nine characters i.e. 12345000 or T12345650)			
SOCIAL SECURITY NO.	LAST NAME	FIRST NAME			
MAILING ADDRESS			CITY	STATE	ZIP CODE
HOME PHONE NO.	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED/PARTY TO A CIVIL UNION <input type="checkbox"/> DOMESTIC PARTNER** <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED		EMPLOYMENT STATUS <input type="checkbox"/> ACTIVE <input type="checkbox"/> RETIRED <input type="checkbox"/> CONTINUATION		
DATE HIRED/REHIRED/or BECAME FULL TIME	HEALTH COVERAGE TYPE ( *Includes Party to a Civil Union or Domestic Partner ) <input type="checkbox"/> EMPLOYEE ONLY <input type="checkbox"/> EMPLOYEE/SPOUSE* <input type="checkbox"/> EMPLOYEE/CHILD <input type="checkbox"/> EMPLOYEE/CHILDREN <input type="checkbox"/> FAMILY				

## SECTION 2 - NEW ENROLLMENT (Check one, then go to SECTION 5)

NEW HIRE    RE-HIRE    CONVERT TO CARVEOUT\* (Attach copy of Medicare Card)    SPOUSE TURNING AGE 65    OPEN ENROLLMENT    CONTINUATION OF COVERAGE (COBRA/VIPER)  
 REFUSAL    NEW GROUP    TRANSFERRED FROM ANOTHER BCBSVT PLAN   Transferring From Certificate No. \_\_\_\_\_

## SECTION 3 - CHANGE (Check all that apply)

DATE OF EVENT \_\_\_\_\_ REASON FOR CHANGE EVENT    BIRTH    MARRIAGE/CIVIL UNION    DIVORCE    DEATH  
 ADOPTION    LOSS OF COVERAGE\*\*    ENTER/DISCHARGE FROM MILITARY    COURT ORDERED CHANGE\*\*    STUDENT (Please fill out SECTION 6 also)  
 ADD/REMOVE SPOUSE/PARTY TO CIVIL UNION OR DEPENDENT (List in SECTION 5)    ADDRESS CHANGE    NAME CHANGE    PCP CHANGE    OTHER (explain) \_\_\_\_\_

## SECTION 4 - POLICY CANCELLATION - Signature Required

<input type="checkbox"/> VOLUNTARY CANCEL (Subscriber Signature)	<input type="checkbox"/> LEFT EMPLOYMENT (Group Benefits Manager Signature)	SIGN HERE BELOW:  X _____
<input type="checkbox"/> CANCEL CONTINUATION COVERAGE (Subscriber or Group Benefits Manager)	<input type="checkbox"/> OTHER, explain _____ (Subscriber Signature)	

## SECTION 5 - LIST ALL MEMBERS BELOW TO BE ADDED OR REMOVED

**IMPORTANT NOTE: If member is 45 or older SSN is required (Federal mandate requires the collection of SSN) If member is 19 or older Section 6 is also required to be filled out.**

MEMBER INFORMATION				PRIMARY CARE PHYSICIAN (PCP) INFORMATION (IF MANAGED CARE)	
<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE - Subscriber	LAST NAME	FIRST NAME	SOCIAL SECURITY NO.****	<input type="checkbox"/> Male <input type="checkbox"/> Female	PCP Name   PCP or NPI No.***
				DATE OF BIRTH	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
				/ /	
<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE - Spouse/Party to a Civil Union	LAST NAME	FIRST NAME	SOCIAL SECURITY NO.****	<input type="checkbox"/> Male <input type="checkbox"/> Female	PCP Name   PCP or NPI No.***
				DATE OF BIRTH	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
				/ /	
<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE - Dependent Child	LAST NAME	FIRST NAME	SOCIAL SECURITY NO.****	<input type="checkbox"/> Male <input type="checkbox"/> Female	PCP Name   PCP or NPI No.***
				DATE OF BIRTH	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
				/ /	
<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE - Dependent Child	LAST NAME	FIRST NAME	SOCIAL SECURITY NO.****	<input type="checkbox"/> Male <input type="checkbox"/> Female	PCP Name   PCP or NPI No.***
				DATE OF BIRTH	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
				/ /	
<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE - Dependent Child	LAST NAME	FIRST NAME	SOCIAL SECURITY NO.****	<input type="checkbox"/> Male <input type="checkbox"/> Female	PCP Name   PCP or NPI No.***
				DATE OF BIRTH	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
				/ /	

**PLEASE SEE SECTION 9 ON PAGE 2 FOR SUBSCRIBER SIGNATURE**

\* = Includes Party to a Civil Union or Domestic partner  
\*\* = Additional Documentation Required

\*\*\* = Physician Assistants & Nurse Practitioners are not valid  
\*\*\*\* = SSN required age 45 and older (Federal mandate requires the collection of SSN)

**SECTION 6 - DEPENDENTS AGE 19 OR OLDER**  
**FOR FULL-TIME STUDENTS AGE 19 OR OLDER, PLEASE COMPLETE INFORMATION BELOW.**  
**FOR INCAPACITATED DEPENDENTS AGE 19 OR OLDER, PLEASE CONTACT CUSTOMER SERVICE 1-800-247-2583 FOR FURTHER INSTRUCTIONS.**

DEPENDENT NAME	SCHOOL NAME	CURRENT SEMESTER START DATE	ANTICIPATED GRADUATION DATE
DEPENDENT NAME	SCHOOL NAME	CURRENT SEMESTER START DATE	ANTICIPATED GRADUATION DATE
DEPENDENT NAME	SCHOOL NAME	CURRENT SEMESTER START DATE	ANTICIPATED GRADUATION DATE

I certify that the dependent(s) listed above are/is unmarried full-time student(s) earning at least 12 credit hours a semester.

**SECTION 7 - OTHER INSURANCE INFORMATION**

After you obtain health insurance coverage with us, will you or any of your dependents be covered with another health or dental insurance plan (Including Medicare)?  
 Yes (If yes, please complete the applicable section below)     If No (Go to SECTION 8)

**MEDICARE**

NAME of MEDICARE SUBSCRIBER	SOCIAL SECURITY NO.	MEDICARE/HIC NO.	PART A EFFECTIVE DATE	PART B EFFECTIVE DATE
-----------------------------	---------------------	------------------	-----------------------	-----------------------

**HEALTH**

**DENTAL**

HEALTH INSURANCE COMPANY NAME		DENTAL INSURANCE COMPANY NAME	
ADDRESS		ADDRESS	
POLICY HOLDER NAME	POLICY/CERTIFICATE NO.	POLICY HOLDER NAME	POLICY/CERTIFICATE NO.
EFFECTIVE DATE / /	TYPE OF COVERAGE <input type="checkbox"/> 1 PERSON <input type="checkbox"/> 2 PERSON <input type="checkbox"/> FAMILY	EFFECTIVE DATE / /	TYPE OF COVERAGE <input type="checkbox"/> 1 PERSON <input type="checkbox"/> 2 PERSON <input type="checkbox"/> FAMILY

**SECTION 8 - EXISTING HEALTH INSURANCE COVERAGE YOU INTEND TO REPLACE WITH THIS COVERAGE (NEW EMPLOYEES ONLY)**

Do you have existing health care coverage that you are replacing with this coverage?    Yes    No    If yes, you may be entitled to credit toward your waiting periods for some or all services. Please provide us with proof of your existing coverage, its effective date, termination date and the services it covers.

**SECTION 9 - SUBSCRIBER SIGNATURE**

I certify that the statements on this application and all information furnished by me are true and complete to the best of my knowledge. I authorize any health care provider to disclose to Blue Cross and Blue Shield of Vermont, or its designated agent, any information acquired in connection with my past or future care or treatment or that of any dependent named herein or hereafter added to my coverage. I understand that no right whatsoever is created by this application and that the same shall not be considered accepted unless and until the contract is actually issued by Blue Cross and Blue Shield of Vermont. If I apply for a managed care option, I (we) fully understand that in order to receive the Preferred Level of Benefits my (our) Primary Physician(s) must provide or preauthorize all medical and hospital care, except in life threatening emergencies while away from home and as specified in my (our) Certificate or Outline of Coverage.

**SIGN HERE**

▶ SUBSCRIBER'S SIGNATURE **X**

DATE \_\_\_\_\_ ◀

E-MAIL ADDRESS \_\_\_\_\_

You can visit our website at [www.bcbsvt.com](http://www.bcbsvt.com)