



# California Small Group Business (2 - 50 Eligible Employees) Employee Enrollment/Change Form

IN LINE WITH CALIFORNIA LAW WHEREVER THE TERM "SPOUSE" APPEARS IT SHALL BE CONSTRUED TO INCLUDE DOMESTIC PARTNER.

Applicant's Social Security Number
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Employer Name	<b>INSTRUCTIONS:</b> You, the employee, must complete this enrollment form in full or it will be returned to you resulting in a delay in processing. You are solely responsible for its accuracy and completeness. <b>If waiving coverage, please complete Sections B and D.</b>				
Effective Date	<input type="checkbox"/> New Group Enrollment <input type="checkbox"/> Late Enrollment	<input type="checkbox"/> Add Spouse/Domestic Partner/ Dependent Child	<input type="checkbox"/> Employee Termination	COBRA / Cal-COBRA for: <input type="checkbox"/> Employee <input type="checkbox"/> Dependent	
Date of Hire	<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire/Reinstatement <input type="checkbox"/> Other _____	<input type="checkbox"/> Change of Coverage <input type="checkbox"/> Name Change <input type="checkbox"/> Other _____	<input type="checkbox"/> Remove Spouse/Domestic Partner/Dependent Child <input type="checkbox"/> Cancel Coverage	Length of Continuation: <input type="checkbox"/> 18 <input type="checkbox"/> 36 <input type="checkbox"/> Other _____	
				Original Qualifying Event _____	
				Date _____	

## A. Coverage Selection - Please print clearly, using black ink. (Shaded sections for Employer/Aetna Use Only)

Control/Group No.	Suffix	Account	Plan No.	Class Code	Control/Group No.	Suffix	Account	Plan No.	Control/Group No.	Suffix	Account	Plan No.
<b>1. Medical</b> - Check one. <input type="checkbox"/> HMO: <input type="checkbox"/> \$10/\$20 <input type="checkbox"/> \$10/\$30 <input type="checkbox"/> \$20/\$40 <input type="checkbox"/> \$30/\$40 <input type="checkbox"/> Aetna Value Network <sup>SM</sup> HMO: <input type="checkbox"/> \$10/\$20 <input type="checkbox"/> \$15/\$30 <input type="checkbox"/> \$25/\$40 <input type="checkbox"/> EPO: <input type="checkbox"/> EPO 90 <input type="checkbox"/> EPO 80 <input type="checkbox"/> MC: <input type="checkbox"/> \$0 90/60 <input type="checkbox"/> \$250 90/70 <input type="checkbox"/> \$250 80/60 <input type="checkbox"/> \$500 80/60 <input type="checkbox"/> \$500 80/50 <input type="checkbox"/> \$1,000 80/50 <input type="checkbox"/> \$2,000 80/50 <input type="checkbox"/> Basic <input type="checkbox"/> MC HDHP \$2,100 80/50 (HSA Compatible) <input type="checkbox"/> PPO: <input type="checkbox"/> \$500 90/70 <input type="checkbox"/> Out-of-State PPO (choose one): <input type="checkbox"/> Traditional Choice <input type="checkbox"/> MC HDHP \$3,000 80/50 (HSA Compatible) <input type="checkbox"/> Aetna Indemnity <input type="checkbox"/> \$250 <input type="checkbox"/> \$500 <input type="checkbox"/> \$1,000					<b>2. Dental</b> - Check one (if applicable). <input type="checkbox"/> DMO 1 <input type="checkbox"/> PPO 1 <input type="checkbox"/> PPO 3 <input type="checkbox"/> DMO 2 <input type="checkbox"/> PPO 2 <input type="checkbox"/> PPO 4 <input type="checkbox"/> Freedom-of-Choice 1: <input type="checkbox"/> DMO or <input type="checkbox"/> PPO <input type="checkbox"/> Freedom-of-Choice 2: <input type="checkbox"/> DMO or <input type="checkbox"/> PPO <input type="checkbox"/> Out-of-State Before today, were you covered under this employer's dental plan? <input type="checkbox"/> Yes <input type="checkbox"/> No					<b>3. Life and Disability</b> <input type="checkbox"/> Basic Life / AD&D Ultra <sup>TM</sup> <input type="checkbox"/> Optional Dependent Life <input type="checkbox"/> Life and Disability Packaged Plan Beneficiary Designation - Full Name (First, Middle, Last) _____ Beneficiary Social Security No. _____ Relationship to Employee _____		

## B. Employee Information - Must be completed by the employee.

Member Aetna ID Number (if available)	Last Name, First Name, M.I.	Job Title	Home Telephone	Primary Language Spoken	Optional
Home Address	Apt. No.	City, State	ZIP Code		
Work Address	City, State	ZIP Code	Work Telephone		
Salary (required) \$	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	No. of Hours Worked Per Week	Check One <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single	No. of Dependents Including Spouse/ Domestic Partner

## C. Individuals Covered - List individuals for whom you are enrolling or adding/changing/removing coverage. Insert additional sheets if necessary.

Avid Change (Remove)	Name (Last, First, M.I.)	Sex M/F	Social Security No.	Birthdate MM / DD / YYYY	Height (ft., in.)	Weight (lbs.)	Incapacitated	Coverage Election	Other Health Coverage	Other Dental Coverage	Prior Dental Coverage	Student Age 19 or Older	Primary Office Number (If applicable)	Current Patient	Dental Office ID Number (If applicable)	Current Patient
Employee	1.			/ /			Yes N/A	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Life	Yes	Yes	Yes	Yes N/A		Yes		Yes
Spouse/Domestic Partner	2.			/ /			N/A	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Life				N/A				
Child	3.			/ /				<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Life								
Child	4.			/ /				<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Life								

## D. Declination/Waiver of Coverage - To be completed if medical and/or dental coverage is declined or refused by an eligible employee and/or their eligible family members.

<b>1. Medical Coverage Declined for:</b> <input type="checkbox"/> Myself <input type="checkbox"/> Spouse/Domestic Partner <input type="checkbox"/> Dependents <b>2. Dental Coverage Declined for:</b> <input type="checkbox"/> Myself <input type="checkbox"/> Spouse/Domestic Partner <input type="checkbox"/> Dependents <b>3. Life Coverage Declined for:</b> <input type="checkbox"/> Myself <input type="checkbox"/> Spouse/Domestic Partner <input type="checkbox"/> Dependents	<b>Reason for Declining Coverage</b> (If applicable, please attach front/back of your health coverage ID card.): <input type="checkbox"/> Covered by spouse's/domestic partner's group coverage - Carrier Name and ID Number: _____ <input type="checkbox"/> Enrolled in other Insurance Carrier Plans - Carrier Name and ID Number: _____ <input type="checkbox"/> Spouse/Domestic Partner covered by employer's group medical coverage <input type="checkbox"/> Spouse/Domestic Partner covered by employer's group dental coverage <input type="checkbox"/> Medicare <input type="checkbox"/> Covered by Champus or Champva <input type="checkbox"/> Other (Explain): _____
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I acknowledge I have been given the right to apply for this coverage, however, I am electing not to enroll. By declining this group coverage I acknowledge that myself and/or my dependents may have to wait until the plan's next anniversary date to be enrolled for group coverage. Pre-existing conditions, when enrolled in this plan, may not be covered for six months.

Please sign here ONLY if you are declining coverage for yourself or dependent(s). <b>X</b>	Date (Month / Day / Year)
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Before submitting this completed form to your employer, you may wish to protect the confidentiality of your health information by taping or stapling the form so that pages 2 and 3 are not visible.



## H. Health Questionnaire for Groups Enrolling 11 - 50 Employees

**Health History for Individuals and Their Dependents.** *The following information is confidential and will not be seen by or given to your employer.*

- ALL of the questions must be answered by you and your dependents or the enrollment form will be returned.
- Incomplete enrollment forms may delay the effective date of your coverage.

**In the past five (5) years, have you, your spouse/domestic partner or any of your dependents:**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Had, consulted for, had treatment rendered, been advised to have treatment or been hospitalized for any of the following:<br>Cardiovascular disease or heart attack, stroke; disorder of the kidneys, stomach, intestines or liver; musculoskeletal conditions; mental or nervous condition; central nervous system disorder; diabetes; any disorder of the lungs or respiratory system; cancer or immune deficiency disorder (except HIV), AIDS, or AIDS-related complex? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you or any dependents to be covered visited a health care professional for any illness and/or medical condition resulting in medical expenses more than \$5,000 in the past 24 months? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you or any dependent to be covered been advised in the last 12 months that hospitalization, surgery or treatment is needed or pending? ..   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. a. Is any female to be covered currently pregnant? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| b. If you are a male listed on this enrollment form, are you expecting a child with anyone, even if the mother is not listed on this enrollment form?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does anyone listed on this enrollment form use tobacco products, including cigarette, pipe, cigar, or chewing tobacco? .....   | <input type="checkbox"/> | <input type="checkbox"/> |

**IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS ABOVE, YOU MUST COMPLETE SECTION I BELOW.**

### I. Health Questionnaire - Details for "Yes" Responses in Sections G and H.

**Ques. #:** [ ] **Name of Applicant:** \_\_\_\_\_ **Name of Illness/Condition:** \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Physician's Telephone Number: ( ) \_\_\_\_\_

Date of Onset: Month \_\_\_\_ Year \_\_\_\_ Date Treatment Ended: Month \_\_\_\_ Year \_\_\_\_ Still under Treatment: Yes  No

Medication: \_\_\_\_\_ Date Prescribed: Month \_\_\_\_ Year \_\_\_\_ Dosage: \_\_\_\_\_

Treatment Given: \_\_\_\_\_

**Ques. #:** [ ] **Name of Applicant:** \_\_\_\_\_ **Name of Illness/Condition:** \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Physician's Telephone Number: ( ) \_\_\_\_\_

Date of Onset: Month \_\_\_\_ Year \_\_\_\_ Date Treatment Ended: Month \_\_\_\_ Year \_\_\_\_ Still under Treatment: Yes  No

Medication: \_\_\_\_\_ Date Prescribed: Month \_\_\_\_ Year \_\_\_\_ Dosage: \_\_\_\_\_

Treatment Given: \_\_\_\_\_

**Ques. #:** [ ] **Name of Applicant:** \_\_\_\_\_ **Name of Illness/Condition:** \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Physician's Telephone Number: ( ) \_\_\_\_\_

Date of Onset: Month \_\_\_\_ Year \_\_\_\_ Date Treatment Ended: Month \_\_\_\_ Year \_\_\_\_ Still under Treatment: Yes  No

Medication: \_\_\_\_\_ Date Prescribed: Month \_\_\_\_ Year \_\_\_\_ Dosage: \_\_\_\_\_

Treatment Given: \_\_\_\_\_

*If you are providing additional sheets, check here  and insert the sheets before sealing this Enrollment form.*

### Conditions of Enrollment (continued on Page 4)

**NOTICE: California law prohibits an HIV test from being required or used by health insurance companies as a condition of obtaining health insurance coverage.**

On behalf of myself and the dependents listed on the reverse side, I agree to or with the following:

- I acknowledge that by enrolling in the following plans, coverage is provided by the following entities (collectively referred to as "Aetna"):
  - Aetna HMO: Aetna Health of California Inc.
  - Aetna Dental DMO: Aetna Dental of California Inc.
  - Life, Accidental Death & Dismemberment, Disability, Dental and all other health coverages: Aetna Life Insurance Company
- I understand and agree that my employer's application will determine coverage and that there is no coverage unless and until both the eligible employee enrollment form and employer applications have been accepted and approved by Aetna. Even if this enrollment form is approved, any misstatements or omissions, **except with regards to health status related factors**, may result in future claims being denied and the policy or my coverage under the policy being reevaluated, as of the effective date, for eligibility and rating purposes.

**Conditions of Enrollment (continued from Page 3)**

**For life coverages:** I understand that the effective date of insurance for myself or for any of my dependents is subject to my being actively at work on that date and that the effective date of insurance for any of my dependents is also subject to the dependent health condition requirements of the benefit plan. Further, I understand that any insurance subject to evidence of good health or medical information will not become effective until Aetna gives its written consent.

3. I understand and agree that this enrollment form may be transmitted to Aetna or its agent by my employer or its agent. I authorize any physician, other healthcare professional, hospital or any other healthcare organization ("Providers"), including pharmacies or pharmacy benefit managers to give to Aetna or its agent information concerning the medical history, prescription history, services or treatment provided to anyone listed on this Enrollment form, including those involving mental health, substance abuse and AIDS or AIDS-related complex. I further authorize Aetna to use such information and to disclose such information to affiliates, providers, payors, other insurers, third party administrators, vendors, consultants and governmental authorities with jurisdiction when necessary for my care or treatment, payment for services, the operation of my health plan, or to conduct related activities. I have discussed the terms of this authorization with my spouse/domestic partner and competent adult dependents, and I have obtained their consent to those terms. I understand that this authorization is provided under state law and that it is not an "authorization" within the meaning of the federal Health Insurance Portability and Accountability Act. This authorization is valid for thirty (30) months from the date it is signed. I understand that I am entitled to receive a copy of this authorization upon request and that a photocopy is as valid as the original. The plan may request additional authorizations as may be required by applicable law.
4. The plan documents will determine the rights and responsibilities of member(s) and will govern in the event they conflict with any benefits comparison, summary or other description of the plan.
5. I understand and agree that, with the exception of Aetna Rx Home Delivery, all participating providers and vendors are independent contractors and are neither agents nor employees of Aetna. Aetna Rx Home Delivery, LLC, is a subsidiary of Aetna Inc. The availability of any particular provider cannot be guaranteed and provider network composition is subject to change. Notice of the change shall be provided in accordance with applicable state law.
6. I understand and agree that, with certain exceptions described in the plan documents, HMO and DMO plans only provide coverage for referred benefits, and that, in order to be covered, services must be performed either by a participating primary care physician, primary care dentist, or by the participating specialist, hospital, pharmacy, dentist, or other provider as authorized by a referral from a participating primary care physician.
7. I understand and agree that, as described in the plan documents and when enrolled for medical coverage, any pre-existing conditions for my spouse/domestic partner, dependents or myself may not be covered for 6 months.

**Misrepresentation**

8. Attention California Residents: For your protection, California law requires notice of the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

I represent that all information supplied in this form is true and complete to the best of my knowledge or belief. I have read and agree to the Conditions of Enrollment and Misrepresentation on this California Small Group Business (2 - 50 Eligible Employees) Employee Enrollment/Change Form. I understand that in the event I fail to sign and return this form to my employer within either the open enrollment period or 31 days after eligibility for enrollment or request for coverage change, or if for any reason Aetna does not receive notice of the above transaction request within a reasonable time following eligibility to enroll in or change coverage, my and my dependents' eligibility may be affected.

I am employed by the employer shown on Page 1, and I am working full time at least 30 hours per week or permanent part time at least 20 hours per week for this employer at the regular place of business.

**CA HMO ENROLLEES - NOTICE OF BINDING ARBITRATION: ANY DISPUTE ARISING FROM OR RELATED TO HEALTH PLAN MEMBERSHIP WILL BE DETERMINED BY SUBMISSION TO BINDING ARBITRATION, AND NOT BY A LAWSUIT OR RESORT TO COURT PROCESS EXCEPT AS CALIFORNIA LAW PROVIDES FOR JUDICIAL REVIEW OF ARBITRATION PROCEEDINGS. THE AGREEMENT TO ARBITRATE INCLUDES, BUT IS NOT LIMITED TO, DISPUTES INVOLVING ALLEGED PROFESSIONAL LIABILITY OR MEDICAL MALPRACTICE, THAT IS, WHETHER ANY MEDICAL SERVICES COVERED BY THIS AGREEMENT WERE UNNECESSARY OR WERE UNAUTHORIZED OR WERE IMPROPERLY, NEGLIGENTLY OR INCOMPETENTLY RENDERED. THE HEALTH PLAN AGREEMENT ALSO LIMITS CERTAIN REMEDIES AND MAY LIMIT THE AWARD OF PUNITIVE DAMAGES. SEE THE EVIDENCE OF COVERAGE FOR FURTHER INFORMATION.**

I understand that I am giving up the constitutional right to have disputes decided in a court of law before a jury, and instead am accepting the use of binding arbitration. This means that members will not be able to try their case in court. I further understand that the agreement contains limitations on certain remedies and that there may be certain limitations to the recovery of punitive damages.

Employee Signature	Spouse/Domestic Partner Signature	Employee E-mail Address (optional)	Date (Mo./Day/ Yr.)
X	X		