



1110 Main Street
Wheeling, WV 26003
P: 1.800.624.6961

ENROLLMENT FORM
(SEE INSTRUCTIONS ON BACK)

PLEASE PRINT

Employer Name

Employee Name (Last, First, M.I.)

Street Address

Apt.#

City

State

County

ZIP Code

Phone 1#

Phone 2#

Email Address*

EMPLOYER USE ONLY	
GROUP NO.	<input type="text"/> - <input type="text"/>
EFFECTIVE DATE	<input type="text"/>
HEALTH PLAN USE ONLY	
<input type="checkbox"/> COV.	<input type="checkbox"/> PAYROLL

Employee Status: (if changing enrollment status, skip to B)

A: Date of Hire: _____ Hourly or Salary

Active Retired COBRA Other, please explain:

Reason for Enrolling:

New Group New Hire Other, please explain:

B: Reason for Change in Enrollment Status:

Must Complete an Enrollment Change Form.
(See Employer)

You must choose a primary care physician (PCP) for each member of your family. Also, members may select a secondary care physician which are comprised of obstetrics, gynecology, and various subspecialties. Please refer to your Health Plan Provider Directory for a complete listing of physicians. PCP must be selected before claims can be processed for payment.

If you have any questions regarding eligibility for coverage, please contact your employer.

FAMILY MEMBERS TO BE ENROLLED

PRINT EACH PHYSICIAN'S NAME BELOW

FAMILY CODE	LAST NAME	FIRST	MI	DATE OF BIRTH MO/DAY/YR	M OR F	SOCIAL SECURITY NUMBER *	PRIMARY CARE PHYSICIAN (First Initial/ Last Name)	OB-GYN / SECONDARY CARE PHYSICIAN (First Initial/ Last Name)
EMP	Employee						<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW	<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW
SP	Spouse						<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW	<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW
03	Dependent						<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW	<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW
04	Dependent						<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW	<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW
05	Dependent						<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW	<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW
06	Dependent						<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW	<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW
07	Dependent						<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW	<input type="checkbox"/> ESTABLISHED <input type="checkbox"/> NEW

**This information is used for internal purposes only.*

Have you ever been enrolled with The Health Plan before? YES NO

Employee or spouse's maiden name: _____

If any dependents listed to enroll have last names that differ from the employee's, **legal documentation must be attached to prove the relationship.** Examples: marriage certificate, adoption, guardianship or foster child papers.

Does spouse and all dependents listed above reside with the employee? YES NO

If no, list spouse or dependent(s) and his/her address below:

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

Explanation for not residing with employee: _____

LANGUAGE

FAMILY CODE	
EMP	<p>If available, which language do you prefer for written materials? _____</p> <p>Can one or more members of your household read English? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What language do you feel most comfortable speaking? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>What is the primary language spoken at home? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>If other, what language is preferred? _____</p>
SP	<p>If available, which language do you prefer for written materials? _____</p> <p>Can one or more members of your household read English? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What language do you feel most comfortable speaking? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>What is the primary language spoken at home? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>If other, what language is preferred? _____</p>
03	<p>If available, which language do you prefer for written materials? _____</p> <p>Can one or more members of your household read English? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What language do you feel most comfortable speaking? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>What is the primary language spoken at home? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>If other, what language is preferred? _____</p>
04	<p>If available, which language do you prefer for written materials? _____</p> <p>Can one or more members of your household read English? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What language do you feel most comfortable speaking? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>What is the primary language spoken at home? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>If other, what language is preferred? _____</p>
05	<p>If available, which language do you prefer for written materials? _____</p> <p>Can one or more members of your household read English? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What language do you feel most comfortable speaking? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>What is the primary language spoken at home? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>If other, what language is preferred? _____</p>
06	<p>If available, which language do you prefer for written materials? _____</p> <p>Can one or more members of your household read English? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What language do you feel most comfortable speaking? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>What is the primary language spoken at home? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>If other, what language is preferred? _____</p>
07	<p>If available, which language do you prefer for written materials? _____</p> <p>Can one or more members of your household read English? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What language do you feel most comfortable speaking? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>What is the primary language spoken at home? <input type="checkbox"/> English <input type="checkbox"/> Other</p> <p>If other, what language is preferred? _____</p>

RACE/ETHNICITY - OPTIONAL

FAMILY CODE	(This information is designed for the purpose of data collection and will not be used for determining eligibility, rating or claim payment.)
EMP	<input type="checkbox"/> White -01 <input type="checkbox"/> African American/Black -02 <input type="checkbox"/> Hispanic/Latino -03 <input type="checkbox"/> Asian -04 <input type="checkbox"/> American Indian/Alaska Native-05 <input type="checkbox"/> Native Hawaiian/Other Pacific Islander-06 <input type="checkbox"/> Other-07
SP	<input type="checkbox"/> White -01 <input type="checkbox"/> African American/Black -02 <input type="checkbox"/> Hispanic/Latino -03 <input type="checkbox"/> Asian -04 <input type="checkbox"/> American Indian/Alaska Native-05 <input type="checkbox"/> Native Hawaiian/Other Pacific Islander-06 <input type="checkbox"/> Other-07
03	<input type="checkbox"/> White -01 <input type="checkbox"/> African American/Black -02 <input type="checkbox"/> Hispanic/Latino -03 <input type="checkbox"/> Asian -04 <input type="checkbox"/> American Indian/Alaska Native-05 <input type="checkbox"/> Native Hawaiian/Other Pacific Islander-06 <input type="checkbox"/> Other-07
04	<input type="checkbox"/> White -01 <input type="checkbox"/> African American/Black -02 <input type="checkbox"/> Hispanic/Latino -03 <input type="checkbox"/> Asian -04 <input type="checkbox"/> American Indian/Alaska Native-05 <input type="checkbox"/> Native Hawaiian/Other Pacific Islander-06 <input type="checkbox"/> Other-07
05	<input type="checkbox"/> White -01 <input type="checkbox"/> African American/Black -02 <input type="checkbox"/> Hispanic/Latino -03 <input type="checkbox"/> Asian -04 <input type="checkbox"/> American Indian/Alaska Native-05 <input type="checkbox"/> Native Hawaiian/Other Pacific Islander-06 <input type="checkbox"/> Other-07
06	<input type="checkbox"/> White -01 <input type="checkbox"/> African American/Black -02 <input type="checkbox"/> Hispanic/Latino -03 <input type="checkbox"/> Asian -04 <input type="checkbox"/> American Indian/Alaska Native-05 <input type="checkbox"/> Native Hawaiian/Other Pacific Islander-06 <input type="checkbox"/> Other-07
07	<input type="checkbox"/> White -01 <input type="checkbox"/> African American/Black -02 <input type="checkbox"/> Hispanic/Latino -03 <input type="checkbox"/> Asian -04 <input type="checkbox"/> American Indian/Alaska Native-05 <input type="checkbox"/> Native Hawaiian/Other Pacific Islander-06 <input type="checkbox"/> Other-07

MEDICARE INFORMATION

Upon your effective date with The Health Plan (or within 60-days of the effective date) will you, or any of your covered dependents, have Medicare coverage? YES NO

If yes, please provide the information below:

Medicare Enrollee Name	Medicare I.D. #	Part A Effective Date	Part B Effective Date
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Do you have Medicare Part D coverage? YES NO If yes, effective date: 1. _____
2. _____

OTHER HEALTHCARE COVERAGE

Upon your effective date with The Health Plan will you, or any of your covered dependents, have other healthcare coverage? YES NO

If yes, please provide information below:

Coverage Type: Group Policy Individual Policy Workers' Compensation Medicaid Other

Covered Benefits: (check all that apply) Hospital/Medical RX Vision Dental Other, please explain:

Name of other coverage: _____ Phone #: _____

Policyholder name: _____ I.D. #: _____

If other family members are covered, please list names: _____

ELECTION OF COVERAGE UNDER THE HEALTH PLAN ("PLAN")

I hereby elect coverage for myself, and my covered dependents listed on this Enrollment Form, for benefits offered under The Health Plan Group Medical and Hospital Service Agreement ("the Agreement") with my Employer. I understand my eligible dependents and I must meet the eligibility guidelines as agreed to by my Employer and the Plan in conjunction with any State or Federal laws to include but not limited to the Patient Protection Affordable Care Act ("PPACA"), Ohio House Bill 1 (Ohio residents only) and IRS Publication 501, Section 152. (If you have any questions regarding eligibility for coverage, contact your Employer.)

I agree on my behalf, and on behalf of my covered dependents, to be bound by the benefits, deductibles, copayments, coinsurance payments, exclusions, limitations and other terms of the Agreement, or as amended, and understand that all services must be obtained from Plan providers unless the Plan specifically provides otherwise. Furthermore, at any time upon request by the Plan, I agree to provide the Plan any legal or other documentation to verify eligibility (i.e., Marriage Certificate, Birth Certificate, Driver License, Voter Registration). I understand that failure to comply with the request may cause interruption of claims processing or possible termination of coverage.

I understand on my behalf, and on behalf of my covered dependents, that certain information may be disclosed to other entities. (This disclosure is further explained in The Health Plan Privacy Notice included in the enrollment packet, or upon request or on the Plan website at www.healthplan.org.)

I understand on my behalf, and behalf of my covered dependents, that all information furnished by me here is true and complete to the best of my knowledge and shall be deemed representations and that coverage can be rescinded if I, or my covered dependents or a person seeking coverage on my behalf or covered dependents behalf, performs an act, practice or mission that constitutes fraud; or makes an intentional misrepresentation of material fact, as prohibited by the terms of the Agreement.

Cancellation Notice: Any person obligated for any part of a prepayment may cancel such agreement within 72 hours after he/she has signed an agreement or offered to enroll. Cancellation occurs when written notice of cancellation is given to the Plan either in person or by mail.

Insurance Fraud Warning: "Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submit an application or files a claim containing false or deceptive statements is guilty of insurance fraud."

Employee signature: _____ Date: _____

***If you are electing to enroll, this form MUST be completed in its entirety,
failure to do so will cause a delay in your enrollment.
Please review for completeness.***

IF YOU ARE WAIVING COVERAGE, PLEASE COMPLETE THE FOLLOWING WAIVER OF COVERAGE.

WAIVER OF COVERAGE

Complete this section only if you wish to decline coverage offered for you and/or family member(s).

I hereby decline coverage for: Myself Spouse Dependent Children

Reason for decline:

Have not met employer's eligibility Other health coverage Spousal coverage Other, please explain:

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance coverage, you may be able to enroll yourself or your dependents in this plan, provided that you request enrollment within 31 days after your other coverage ends. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 31 days after the marriage, birth, adoption or placement for adoption.

I hereby certify that I have been given the opportunity to participate in the group insurance plan provided by my employer. If I and/or any of my eligible dependents desire to apply for this insurance at a later date, I may be required to wait until my group's renewal or until a special enrollment occurs before coverage will be offered.

Employer name: _____ Employee name: _____
(please print) (please print)

Employee signature: _____ Date: _____