

Employee Enrollment Form

UnitedHealthcare Insurance Company
Unimerica Insurance Company
Optimum Choice, Inc.
UnitedHealthcare of the Mid-Atlantic, Inc.

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 <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"/> Waiving Coverage Enrollee <input type="checkbox"/> Termination <input type="checkbox"/> Other _____	Employee Type (Check all that apply)
Position/Title		<input type="checkbox"/> Active <input type="checkbox"/> COBRA <input type="checkbox"/> State Continuation Start dt ____/____/____ End dt ____/____/____
Hours Worked per week		<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 _____
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 G.

Last Name		First Name		MI	Social Security Number		Home/Cell Phone	
							Work Phone	
Address			Apt #	City		State	Zip Code	Language preference, if not English
Date of Birth / /	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Height	Weight	Used tobacco in the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No		Email Address		
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		Physician* (First & Last Name)/ ID #			Primary Care Dentist** (First & Last Name)/ ID #			

B. Family Information List All Enrolling (Attach sheet if necessary)

Last Name	First Name	MI	Sex	Relationship***	Birthdate	Height	Weight	Physician* (Name/ID#)	Tobacco Used
Social Security Number								Primary Care Dentist** (Name/ID#)	
_ _ - _ _ - _ _			M	Spouse [/Domestic Partner]					<input type="checkbox"/> Yes
_ _ - _ _ - _ _			F						<input type="checkbox"/> No
_ _ - _ _ - _ _			M	Dependent					<input type="checkbox"/> Yes
_ _ - _ _ - _ _			F						<input type="checkbox"/> No
_ _ - _ _ - _ _			M	Dependent					<input type="checkbox"/> Yes
_ _ - _ _ - _ _			F						<input type="checkbox"/> No
_ _ - _ _ - _ _			M	Dependent					<input type="checkbox"/> Yes
_ _ - _ _ - _ _			F						<input type="checkbox"/> No
_ _ - _ _ - _ _			M	Dependent					<input type="checkbox"/> Yes
_ _ - _ _ - _ _			F						<input type="checkbox"/> No

*Important: For UnitedHealthcare Navigate, Select, Select Plus, and other products requiring you to choose a Primary Care Physician, you must use the UnitedHealthcare directory of providers to choose a Primary Care Physician for yourself and each of your covered dependents.
Please see employer representative as some dental plans require a Primary Care Dentist (PCD) selection. *For court ordered dependent, legal documentation must be attached. If dependent does not reside with eligible employee, please provide address on a separate sheet.

Coverage Provided by "UnitedHealthcare and Affiliates":
Medical coverage provided by UnitedHealthcare Insurance Company, UnitedHealthcare of the Mid-Atlantic, Inc. , or Optimum Choice, Inc.
Dental Coverage provided by UnitedHealthcare Insurance Company or Unimerica Insurance Company
Life, Short-Term Disability (STD), Long-Term Disability (LTD) Insurance coverage provided by UnitedHealthcare Insurance Company or Unimerica Insurance Company
Vision coverage provided by UnitedHealthcare Insurance Company or Unimerica Insurance Company

Employee Name _____

C. Product Selection		Please check the box for each coverage you or your dependents are enrolling in. 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	STD Buy Up	LTD	LTD Buy Up	
Employee	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	
Life Insurance Beneficiary's Full Name and Address				Relationship	

D. Prior Medical Insurance Information This section must be completed to receive credit for prior medical coverage.

Within the last 12 months, have you, your spouse, or your dependents had any other medical coverage?
 NO YES (if yes, please complete this section.)

Prior medical carrier name _____ Effective date ___/___/___ End date ___/___/___

Prior coverage type: Employee Spouse Child(ren) Family

E. 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? YES (continue completing this section) 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.

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 work

Are 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.

By completing your enrollment form:

- You authorize all providers of health services or supplies and any of their representatives to give the following to UnitedHealthcare: any available information about the medical history, condition or treatment of any person named in the request. You authorize UnitedHealthcare to use the information to determine eligibility for medical coverage and eligibility for benefits under an existing policy.
- You also authorize UnitedHealthcare to give the information to its (their) representatives or to any other organization for the reason noted above. You agree that the authorization is valid for 30 months from the date of the enrollment form. You have the right to ask for and receive a copy of the authorization.
- You understand that the Certificate of Coverage or Summary Plan Description and other documents, notices and communications regarding your coverage may be transmitted electronically.
- You have not given the agent or any other persons any health information not included on the enrollment form. You understand that UnitedHealthcare is not bound by any statements you have made to any agent or to any other persons, if those statements are not written or printed on the enrollment form and any attachments.
- You have a continuing obligation to report changes in health status (e.g. received medical advice, diagnosis, care or treatment) after you sign the enrollment form and before receipt of your identification card.

Confidentiality

Make sure your employer has completed the “To be completed by the employer” section of the enrollment form before you begin to complete your portion of the form. If you do not wish to disclose personal medical information through this form to anyone other than UnitedHealthcare and its affiliates and representatives for underwriting and other purposes permitted by law, you may complete all information on the enrollment form, then insert and seal the form in an envelope before returning it to your employer or broker.



Your rights and responsibilities



Important information

In order to make choices about your coverage and treatment, we believe that it is important for you to understand how your plan operates and how it may affect you. In an ever-changing environment, the information can never be complete, and we urge you to contact us if the information in your Summary Plan Description, Certificate of Coverage or other materials does not answer your questions. Further information is available at myuhc.com[®].

1. We do not provide medical services or make treatment decisions. We help finance and/or administer the health benefit plan in which you are enrolled. That means:
 - We make decisions about whether the health benefit plan you chose will reimburse you for care that you may receive.
 - We do not decide what care you need or will receive. You and your physician make those decisions.
2. We may enter into arrangements where another entity carries out some of our duties, but those entities must operate consistently with our commitment to your plan.
3. We contract with networks of physicians and other providers. Our credentialing process confirms public information about the providers' licenses and other credentials, but does not assure the quality of the services provided.
4. Physicians and other providers in our networks are independent contractors and are not our employees or agents. We do not control nor do we have a right to control your physician's treatment or plan.

5. We may enter into agreements with your physician or other provider to share in the cost savings that our approach may generate. We encourage providers in our network to disclose the nature of those arrangements to you. If they do not, we encourage you to talk to your physician about these arrangements.
6. We encourage physicians to talk with you about medical care you or your physician think might be valuable.

Preexisting conditions

If you or your covered dependents have received medical advice, care or treatment for an injury or sickness before beginning coverage or a waiting period under your health plan that injury or sickness may be considered a preexisting condition.

Under federal law, a group health plan may look back for a period up to six months prior to the date coverage begins or, if earlier, the date a waiting period begins to determine if a preexisting condition exists. A group health plan may exclude benefits for preexisting conditions for up to 12 months (18 months for late entrants) from the above date. Pregnancy is not a preexisting condition. A preexisting condition will not apply to a newborn child, adopted child or a child placed for adoption prior to age 18, if the child is enrolled in a plan within 30 days of birth, adoption or placement for adoption. Genetic information is not considered a preexisting condition unless there is a specific diagnosis related to the information.

Any references to Preexisting Conditions do not apply to anyone under the age of 19 whose plan is subject to insurance reforms contained in the Affordable Care Act.

Under federal law, a group health plan must reduce a preexisting condition exclusion period by the same number of days you or your dependents were covered under prior health plans, unless there has been a significant break in coverage. If you or your dependents have a break in coverage of 63 or more days (including a newborn child, adopted child or child placed for adoption), coverage under prior plans will not be used to reduce a preexisting condition exclusion period. In determining whether there has been a break in coverage of 63 days or more, plans may not include a waiting period you or your dependents may have had to satisfy. To receive credit for coverage under prior health plans (and thereby reduce or eliminate any preexisting condition exclusion), you must show proof of prior coverage. You have the right to request a certificate of creditable coverage from your prior employer or insurer. If necessary, UnitedHealthcare will help you obtain this information. If you have questions regarding the preexisting condition limitation or certificate of creditable coverage, please contact Customer Care at 1-800-357-0978.

Statement of affirmation and authorization to obtain and disclose information in connection with eligibility for medical coverage

When completing a joint life and health enrollment form, you must understand that each response must be complete and accurate.

You request the indicated group medical and/or life coverages for yourself and, if the plan provides, for your dependents.

You authorize any required premium contributions to be deducted from earnings.