

Instructions

Employer

- Complete the **Employer Group Information** in the upper right corner of the form.
- **Section A - Type of Activity:**
 - Check boxes indicating reason(s) for submitting Enrollment/Change Request.
- Complete **Section H - Employer Verification** in the lower right corner of the form.
- Employer must complete this section for all new enrollments, coverage changes and terminations.
- Employer must sign and date the Enrollment/Change Request in order for it to be processed.

Employee - Complete Sections B - G.

Section B - Employee Information:

- Do not complete this form for dependents over the limiting age, but less than 30; Aetna form HINT Supplemental Enrollment Information Form Implementing P.L. 2005, c.375 must be completed.
- Complete **all** information in order for your Enrollment/Change Request to be processed.

Section C - Plan Option:

- Check **one** Plan Option box in the left column. If you have selected the Aetna Health Network Option or Aetna Health Network Only, check *all that apply* in the right column.
- Where applicable, indicate Plan Option Name and check **one** Primary Copy.
- Select **only** an option offered by your employer.

Section D - Individuals Covered:

- Add/Change/Remove - Use "A", "C", or "R" to indicate whether you are adding, changing or removing coverage for an individual.
- Print your full name along with the name(s) of your dependents, if applicable. Indicate Sex, Birthdate, and Social Security Number for each individual listed.
- If a dependent is a full-time post secondary student, you **must** attach a current course schedule or a letter from the school or its authorized representative confirming full-time student status if dependent is disabled and being continued beyond the limiting age, attach proof of disability.
- If you or your dependent(s) have other Health or Rx drug coverage, check off the "Yes" box(es) and complete Section E - Other/Previous Insurance.
- From the appropriate provider directory, locate the office 6 digit ID number for the primary care physician. Indicate office ID number selection on the form.
- You can obtain the providers' correct names and addresses from the appropriate provider directory. You may also obtain each provider's NPI number by contacting the provider directly. Providers with multiple office locations and individual providers who belong to more than one practice or provider entity may have more than one NPI number. You should confirm the correct NPI number for the specific provider and office location where you will be seen by contacting that office directly.
- If you are a current patient, please check the "Current Patient" box.

Section E - Other/Previous Insurance:

Complete this section for all new enrollments or coverage changes. Coverage includes group coverage, governmental coverage, a church plan or Medicare.

Section F - Dependent Information:

Complete this section for all new enrollments or coverage changes.

Section G - Employee Signature:

- Complete this section for all new enrollments, coverage changes and terminations.
- Employee must sign and date the Enrollment/Change Request in order for it to be processed.

Section H - Employer Verification:

- Employer must complete this section for all new enrollments, coverage changes and terminations.
- Employer must sign and date the Enrollment/Change Request in order for it to be processed.

Conditions of Enrollment

Applicant Acknowledgments and Agreements

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

1. a) I authorize the sources stated below to give to Aetna Health Inc. information about me and my minor children, if applying for coverage. Such information will pertain to employment, other health coverage, and medical advice, treatment or supplies for any physical or mental condition. Authorized sources are any physician or medical professional; any hospital, clinic or other medical care institution; any carrier; any employer.
b) I understand that I may revoke this authorization at any time. I agree that such revocation will not affect any action which Aetna Health Inc. has taken in reliance on the authorization. I understand this authorization will not be valid after 30 months, if not revoked earlier.
c) I know that I have a right to receive a copy of the authorization if I request one.
d) I agree that a photocopy of the authorization is as valid as the original.
2. I acknowledge by enrolling in an Aetna Health Inc. plan, coverage is provided by Aetna Health Inc. in accordance with the contract.
3. Enrollment of myself and of the listed dependents into the plan is effective on acceptance by Aetna Health Inc.
4. Coverage and benefits are contingent on timely payment of premiums and may be terminated as provided in the plan documents. My employer is hereby authorized to withhold payments from my wages, as appropriate.

Misrepresentation

5. Any person who includes any false or misleading information on an Enrollment/Change Request form for a health benefits plan is subject to criminal and civil penalties.