

The Harvard Pilgrim POS

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REASON FOR SUBMISSION (PLEASE CHECK ALL THAT APPLY)

ENROLLMENT

- NEW HIRE COBRA
- ANNUAL OPEN ENROLLMENT
- LOSS OF INSURANCE DATE _____ (ATTACH DOCUMENTS)
- P/T TO F/T DATE _____

CHANGE

- CHANGE COVERAGE TYPE
- ADD DEPENDENT LISTED BELOW
- TERMINATE DEPENDENT LISTED BELOW
- NAME/ADDRESS CHANGE
- LOSS OF INSURANCE DATE _____ (ATTACH DOCUMENTS)
- MARRIAGE DATE _____
- NEWBORN DATE _____

TERMINATION

- LEFT EMPLOYMENT NO LONGER ELIGIBLE
- VOLUNTARY CANCELLATION DECEASED DATE _____
- MOVED FROM SERVICE AREA

TO BE COMPLETED BY HPHC ONLY.		GROUP / COMPANY NAME		DATE OF HIRE		GROUP #/DIVISION		EFFECTIVE DATE						
H P S														
EMPLOYEE NAME				TYPE OF COVERAGE										
FIRST		MIDDLE		LAST		<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> 2-PERSON (ONLY WHERE OFFERED) <input type="checkbox"/> FAMILY <input type="checkbox"/> OTHER								
ADDRESS				PLEASE USE THE CODES LISTED BELOW TO COMPLETE DEPENDENT RELATION BLOCK 02 SPOUSE 03 CHILD UNDER 19 03 CHILD TAX DEPENDENT 19-25 (MA ONLY) 03 CHILD 19-25 TAX DEP/2 YR EXTN (MA ONLY) 04 STEPCHILD UNDER 19 05* FULL-TIME STUDENT 19 AND OVER 06 HANDICAPPED (VERIFICATION REQUIRED) 07 EX-SPOUSE IT IS VERY IMPORTANT THAT EACH MEMBER SELECT A PRIMARY CARE PHYSICIAN. AS A PLAN MEMBER YOU MUST CHOOSE A PRIMARY CARE PHYSICIAN (PCP). IF YOU DO NOT HAVE A PCP, NON-EMERGENCY AND MOST SPECIALTY CARE MAY NOT BE COVERED.										
APT. NO.		STREET								PO BOX				
CITY		STATE								ZIP		COUNTY		
TELEPHONE (HOME)		TELEPHONE (WORK)												
FIRST MI LAST (IF NOT SAME AS EMPLOYEE)		LANGUAGE CODE	DATE OF BIRTH MO DAY YR			SEX	RELATION CODE	SOCIAL SECURITY NUMBER		SELECT A PRIMARY CARE PHYSICIAN AND TOWN FOR EACH MEMBER		ARE YOU A REGULAR PATIENT OF THIS DOCTOR?		PCP#
EMPLOYEE			- -			M F	01	- -				Y N		
SPOUSE			- -			M F		- -				Y N		
DEPENDENT			- -			M F		- -				Y N		
DEPENDENT			- -			M F		- -				Y N		
DEPENDENT			- -			M F		- -				Y N		
DEPENDENT			- -			M F		- -				Y N		

LANGUAGE CODES (OPTIONAL) WHAT LANGUAGE DO YOU SPEAK MOST OFTEN? PLEASE LIST THE APPROPRIATE CODE AFTER EACH MEMBER'S NAME. THIS INFORMATION WILL HELP US WORK TOWARD BEST MEETING YOUR NEEDS.

AS American Sign Language
 CA Cantonese
 CV Cape Verdean
 EN English
 FR French
 HA Haitian
 HM Hmong
 IT Italian
 KH Khmer
 LO Laotian
 MN Mandarin
 PT Portuguese
 RU Russian
 SP Spanish
 VI Vietnamese
 OTHER _____ Specify

* IF YOU HAVE LISTED A FULL-TIME STUDENT(S) AGE 19 AND OVER, BUT UNDER THE MAXIMUM STUDENT AGE, PLEASE SUPPLY THE FOLLOWING INFORMATION:

STUDENT(S) NAME _____ NAME OF SCHOOL(S) _____ STATE _____

THIS INFORMATION MAY BE USED TO VERIFY ELIGIBILITY

HAVE YOU EVER BEEN A MEMBER OF HPHC, HPHC OF NE, OR HPHC INSURANCE COMPANY? YES NO

IF YOU WOULD LIKE TO RECEIVE A MENU OF ELECTRONIC WAYS TO INTERACT WITH US, LIST YOUR E-MAIL ADDRESS HERE.

E-MAIL ADDRESS: _____ (OPTIONAL)

YOUR E-MAIL ADDRESS WILL BE STORED IN A PROTECTED DATABASE AND WILL REMAIN CONFIDENTIAL.

MEMBERSHIP WILL BECOME EFFECTIVE UPON ACCEPTANCE BY THE PLAN. BENEFITS UNDER THE PLAN WILL BE EXPLAINED IN A SEPARATE DOCUMENT. FOR AN EXPLANATION OF HOW HARVARD PILGRIM MAY USE OR DISCLOSE YOUR PROTECTED HEALTH INFORMATION, PLEASE READ YOUR NOTICE OF PRIVACY PRACTICES PROVIDED TO YOU BY HARVARD PILGRIM IN YOUR ENROLLMENT KIT.

MAINE MEMBERS: PLEASE NOTE THAT THE SUBROGATION PROVISION APPLICABLE TO MAINE MEMBERS, OUTLINED IN A SEPARATE DOCUMENT, PERMITS SUBROGATION PAYMENTS ON A JUST AND EQUITABLE BASIS.

NEW HAMPSHIRE MEMBERS: PLEASE NOTE THAT AN ENROLLED PARTICIPANT SHALL BE ALLOWED A GRACE PERIOD OF TEN (10) DAYS FOR MAKING ANY PAYMENT DUE UNDER CONTRACT (N.H. RSA 420-B:8(IV)(b)).

I UNDERSTAND THAT A COPY OF THIS FORM WILL BE GIVEN TO ME, OR MY AUTHORIZED REPRESENTATIVE, UPON REQUEST.

IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS.

THE EMPLOYEE AND THE EMPLOYER MUST SIGN AND DATE THIS FORM FOR ENROLLMENT.

_____ EMPLOYEE SIGNATURE _____ DATE _____
 _____ EMPLOYER SIGNATURE _____ DATE _____