

# Employee Enrollment Application For Small Groups Virginia



PPO health care plans, including dental and vision coverage, are preferred provider organization insurance products offered by Anthem Blue Cross and Blue Shield, the trade name of Anthem Health Plans of Virginia, Inc. (Anthem); HMO health care plans are health maintenance organization products offered by HealthKeepers, Inc. (HealthKeepers).

Consult the Booklet or Certificate of Coverage for complete coverage terms and conditions. For more information about Anthem and HealthKeepers, their products and services, visit [anthem.com](http://anthem.com). Please complete electronically or in black ink only and use extra paper if necessary. The employee who completes this application is solely responsible for its accuracy and completeness. Be sure to answer all questions and to sign and date your application.

Application completed for (select the company that applies):

- Anthem Health Plans of Virginia, Inc.**       **HealthKeepers, Inc.**  
 2015 Staples Mill Road                      2015 Staples Mill Road  
 Richmond, VA 23279                              Richmond, VA 23279

## Section A: Application Type

<b>Select one:</b> <input type="checkbox"/> New enrollment <input type="checkbox"/> Open enrollment <input type="checkbox"/> State Continuation <input type="checkbox"/> COBRA <input type="checkbox"/> Family addition <input type="checkbox"/> Rehire date: (MM/DD/YYYY) ____/____/____ <input type="checkbox"/> 12 Month State Continuation effective date: (MM/DD/YYYY) ____/____/____		
<b>Select qualifying event</b> <input type="checkbox"/> Covered employee's Medicare entitlement <input type="checkbox"/> Death <input type="checkbox"/> Left employment <input type="checkbox"/> Loss of coverage <input type="checkbox"/> Loss of dependent child status <input type="checkbox"/> Medicare <input type="checkbox"/> Reduction in hours <input type="checkbox"/> Marriage or Domestic Partnership <input type="checkbox"/> Divorce <input type="checkbox"/> Birth, adoption, or placement for adoption (for birth or legal adoption) <input type="checkbox"/> Other, please specify: _____		
<b>Qualifying event date:</b> (MM/DD/YYYY) ____/____/____		
COBRA Qualifying event date: (MM/DD/YYYY) ____/____/____	COBRA start date: (MM/DD/YYYY) ____/____/____	COBRA end date: (MM/DD/YYYY) ____/____/____

## Section B: Employee Information

Last name		First name		M.I.	Social Security no. <sup>1</sup> (required) - -	
Home address — Street or P.O. Box if applicable			City		State	ZIP code
County		Primary phone no. <sup>2</sup>		Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Domestic Partner		
Occupation		Employer name			Group no. (if known)	
Employer street address			City		State	ZIP code
Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Disabled <input type="checkbox"/> Retired	Date of hire (MM/DD/YYYY) / /	Date of full-time employment (MM/DD/YYYY) / /	Date waiting period begins (MM/DD/YYYY) / /	No. of hours worked per week		
Language choice (optional): <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Chinese <input type="checkbox"/> Korean <input type="checkbox"/> Other — please specify: _____						
Employee email address: _____ I am providing my email address because <b>I, and my enrolled dependents, want to receive information about our benefits electronically.</b> These communications may include Identification (ID) Cards, Certificates of Coverage or Evidence of Coverage, grievance, appeals, and medical necessity determination notifications, Explanation of Benefits, other required notices, and personalized information to help get the most out of the benefits. I understand I need to register on <a href="http://anthem.com">anthem.com</a> or the Sydney Health <sup>SM</sup> mobile app to get the most out of my plan's digital tools, and I will make sure Anthem and HealthKeepers have my most up-to-date email address. I, and my enrolled dependents, understand that we can update our email addresses, change our communication preferences, and request free copies of any materials at any time by going to <a href="http://anthem.com">anthem.com</a> or calling the Member Services number on my ID Card.						

<sup>1</sup> Anthem and/or HealthKeepers is required by the Internal Revenue Service to collect this information.

<sup>2</sup> By providing your phone number in section B, this information is also relevant to the authorization in section H.

Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of Virginia, Inc. Anthem Blue Cross and Blue Shield, and its affiliate HealthKeepers, Inc., serving all of Virginia except for the City of Fairfax, the Town of Vienna, and the area east of State Route 123, are independent licensees of the Blue Cross Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.

**Section C: Type of Coverage**

<b>1. Medical Coverage</b> — Indicate the contract code for the medical plan selected. Your employer will advise you of your plan options and contract codes.		
Network — Select one: <input type="checkbox"/> KeyCare <input type="checkbox"/> HealthKeepers	Medical product plan name:	Contract code, if known:
Note for Anthem Health Savings Account (HSA) enrollees: If you enroll in an Anthem HSA plan, Anthem and/or HealthKeepers will facilitate the opening of a Health Savings Account in your name, if directed by your employer.		
If your employer/group offers Exclusive Provider Organization (EPO) coverage, you will also have the option at the time of your initial enrollment and at each renewal to choose a health care plan allowing you to access care from in and out-of-network providers. This may be a “preferred provider organization” or “PPO” plan offered by Anthem or a “point-of-service” or “POS” plan offered by HealthKeepers, Inc.		
<b>Member medical coverage</b> — select one: <input type="checkbox"/> Employee only <input type="checkbox"/> Employee + Spouse or Domestic Partner <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Family		
<b>2. Dental Coverage</b> — Indicate the contract code for the dental plan selected. Your employer will advise you of your plan options and contract codes.		
<b>Standalone Dental plans do not include Essential Health Benefits.</b>		
Dental product plan name:		Contract code, if known:
<b>Member dental coverage</b> — select one: <input type="checkbox"/> Employee only <input type="checkbox"/> Employee + Spouse or Domestic Partner <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Family		
<b>3. Vision Coverage</b> — Indicate the contract code for the vision plan selected. Your employer will advise you of your plan options and contract codes.		
Vision product plan name:		Contract code, if known:
<b>Member vision coverage</b> — select one: <input type="checkbox"/> Employee only <input type="checkbox"/> Employee + Spouse or Domestic Partner <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Family		

**Section D: Family Information —**

All fields required. Attach a separate sheet if necessary. Complete this section for yourself and all dependents.

Dependent information must be completed for all additional dependents (if any) to be covered under this coverage. An eligible dependent may be your Spouse or Domestic Partner, or your children, or your Spouse's or Domestic Partner's children (to the end of the calendar month in which they turn age 26 unless they qualify as a disabled person which means incapable of self-sustaining employment by reason of intellectual disability or physical handicap and chiefly dependent upon the employee for support and maintenance). List all dependents beginning with the eldest.

<b>Employee</b> Last name		First name		M.I.
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No		Birthdate (MM/DD/YYYY) / /	
Primary Care Physician (PCP) name		PCP ID no.		Existing patient <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Spouse or Domestic Partner</b> Last name		First name		M.I.	Social Security no. <sup>1</sup> (required) - -
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Birthdate (MM/DD/YYYY) / /	Relationship to applicant <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner		
PCP name		PCP ID no.		Existing patient <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Dependent Child</b> Last name		First name		M.I.	Social Security no. <sup>1</sup> (required) - -
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Birthdate (MM/DD/YYYY) / /	Relationship to applicant <input type="checkbox"/> Child <input type="checkbox"/> Other <sup>3</sup> If other, what is the relationship? _____		
PCP name		PCP ID no.		Existing patient <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does this dependent have a different address? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please enter: _____					

<b>Dependent Child</b> Last name		First name		M.I.	Social Security no. <sup>1</sup> (required) - -
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Birthdate (MM/DD/YYYY) / /	Relationship to applicant <input type="checkbox"/> Child <input type="checkbox"/> Other <sup>3</sup> If other, what is the relationship? _____		
PCP name		PCP ID no.		Existing patient <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does this dependent have a different address? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please enter: _____					

1 Anthem and/or HealthKeepers is required by the Internal Revenue Service to collect this information.

3 Please refer to Section G: Terms and Conditions for definition. Eligibility subject to Booklet or Certificate of Coverage.

**Section E: Prior and Other Group Coverage — Attach a separate sheet if necessary.**

Is anyone applying for coverage currently enrolled in Medicare? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name: _____					
Medicare ID no.	Part A effective date (MM/DD/YYYY) / /	Part B effective date (MM/DD/YYYY) / /	Medicare eligibility reason (select all that apply) <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> End-stage renal disease (ESRD): Onset date (MM/DD/YYYY) ____/____/____		
Medicare Part D ID no.	Medicare Part D Carrier		Part D effective date (MM/DD/YYYY) / /		
Is anyone applying for coverage covered by other health insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following:					
Name of Person covered (Last, First, M.I.)	Type (select one)	Coverage (select all that apply)	Insurer name	Policy ID no.	Dates (if applicable) (MM/DD/YYYY)
	<input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Medicare	<input type="checkbox"/> Health <input type="checkbox"/> Dental <input type="checkbox"/> Orthodontia			Start: ____/____/____ End: ____/____/____
	<input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Medicare	<input type="checkbox"/> Health <input type="checkbox"/> Dental <input type="checkbox"/> Orthodontia			Start: ____/____/____ End: ____/____/____
	<input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Medicare	<input type="checkbox"/> Health <input type="checkbox"/> Dental <input type="checkbox"/> Orthodontia			Start: ____/____/____ End: ____/____/____
	<input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Medicare	<input type="checkbox"/> Health <input type="checkbox"/> Dental <input type="checkbox"/> Orthodontia			Start: ____/____/____ End: ____/____/____

**Section F: Waiver/Declining Coverage — Proof of coverage required.**

<b>Type of coverage/Declined for — Select all that apply.</b>		<b>Reason for declining/refusing coverage:</b> Select all that apply.
<input type="checkbox"/> Employee	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision	<input type="checkbox"/> No coverage <input type="checkbox"/> Covered by Spouse's or Domestic Partner's group coverage <input type="checkbox"/> Spouse or Domestic Partner covered by their employer's group coverage <input type="checkbox"/> Enrolled in individual coverage <input type="checkbox"/> Medicare/Medicaid/VA <input type="checkbox"/> Enrolled in other Insurance — Please provide company name and plan: <input type="checkbox"/> Other — please explain: _____
<input type="checkbox"/> Spouse or Domestic Partner	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision	
<input type="checkbox"/> Dependent Child(ren)	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision List name of dependents to be waived: _____	

**Sign here *only* if you are declining coverage. DO NOT SIGN HERE IF YOU ARE APPLYING FOR COVERAGE.**

<b>Sign here to decline</b>	Applicant signature	Applicant name (print)	Today's date (MM/DD/YYYY)
	<b>X</b>		/ /

**Section G: Terms and Conditions** — Please read this section carefully before signing the application.

**Eligible employee:**

- An active employee of the Employer who works the number of hours per week to be eligible for benefits as defined by the Employer and approved by Anthem and HealthKeepers as of the effective date. Employment must be verifiable from state or federal wage tax reports.
- An employee, as defined above, who enters into employment after the coverage effective date and who completes the group imposed waiting period for eligibility (if any) and applies for coverage within 31 days.
- Any other class of persons identified by the Employer, provided that written approval of their eligibility is obtained from Anthem and HealthKeepers; or
- Employees eligible for continuous coverage under state or federal laws.

Eligible employee does not include independent contractors (whose compensation is reported on IRS Form 1099) and directors and officers of the Group Policyholder if they do not work the required number of hours per week described above.

**Eligible dependent (for plans offered by Anthem and HealthKeepers)** (see Booklet or Certificate of Coverage for complete dependent eligibility terms):

- Employee's Spouse or Domestic Partner or children age 26 or younger, which includes a newborn, natural child, adopted child, or a child placed with the employee for adoption, a stepchild, Domestic Partner's child, foster child, or any other child for whom the employee has legal guardianship or court-ordered custody. Coverage for a child will end on the last day of the month in which the child reaches age 26.
- For all plans, you may enroll your children (as defined in the group policy) if they are less than 26 years old and may continue to be enrolled until they reach age 26. The age limit of 26 does not apply for the initial enrollment or maintaining enrollment of a child who cannot support himself or herself because of an intellectual or physical handicap that began prior to the child reaching age 26. Coverage may be obtained for the child who is age 26 or older at the initial enrollment if the employee provides proof of such intellectual or physical handicap and dependence at the time of enrollment. (The employee may be asked to provide a physician's certification of the dependent's condition).
- Dependents eligible for continuous coverage under state or federal laws.

**Special Enrollment Rights for Medical Coverage Only** (see Booklet or Certificate of Coverage for complete enrollment rights):

If you declined enrollment for yourself or your dependent(s) (including a Spouse or Domestic Partner) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependent(s) in this plan if you or your dependent(s) lose eligibility for the other health insurance or group health plan coverage (or if the employer stops contribution towards your coverage or your dependent's other coverage). However, you must request enrollment within 31 days after coverage ends (or after the employer stops contribution toward the other coverage). In addition, if you have a dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll yourself and your dependent(s) provided that you request enrollment within 31 days after the marriage, birth, adoption or placement for adoption. I also understand that my dependents and I may enroll under two additional circumstances:

- Either you or your dependent's Medicaid or Children's Health Insurance Program (CHIP) coverage is terminated as a result of loss of eligibility; or
- You or your dependent becomes eligible for a subsidy (state premium assistance program).

In these cases, you may be able to enroll yourself and your dependents provided that you request enrollment within 60 days of the loss of Medicaid/CHIP or of the eligibility determination.

**Section H: Authorizations** — Please read this section carefully and then sign below.

**In signing this application I represent that:**

- I certify that I have read, or have had read to me, the completed application. All statements and answers I have given are true and complete, and I realize any false statement or misrepresentation in the application may result in loss of coverage.
- I am an eligible employee and I am requesting coverage for myself and all eligible dependents listed on this application.
- I certify each Social Security number listed on this application is correct.
- By providing a phone number, I agree and consent that Anthem and its affiliates, including HealthKeepers and CarelonRx Inc. (pharmacy benefits manager) may call me at the phone number included on this application using an automated telephone dialing system and/or prerecorded message to help keep me informed about my benefits.
- I authorize my employer to deduct any required contributions for this insurance from my wages.
- I authorize the Health Savings Account (HSA) financial custodian (provided I am enrolling in an HSA) to provide Anthem and/or HealthKeepers with information about my HSA, including account number, account balance and information regarding account activity. I understand that my authorization is required before the financial custodian may provide Anthem and/or HealthKeepers with information regarding my HSA and that I may provide Anthem and/or HealthKeepers with a written request to revoke my authorization at any time.

I give this authorization for myself and on behalf of my eligible dependents, including my Spouse or Domestic Partner, if covered by Anthem, and/or HealthKeepers, and I am acting as their agent and representative. If my Spouse or Domestic Partner signs this application, he/she is giving this authorization on his/her own behalf.

**Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may have violated state law.**

If the application is incomplete, we will reach out to you for additional information. This may delay the effective date of your coverage.

<b>Sign here to enroll</b>	<b>Applicant signature</b> (or custodial parent's or guardian's signature if applicant is under 18) <b>X</b>	<b>Today's date (MM/DD/YYYY)</b> / /
	<b>Spouse or Domestic Partner signature</b> <b>X</b>	<b>Today's date (MM/DD/YYYY)</b> / /

## We're here for you – in many languages

The law requires us to include a message in all of these different languages. Curious what they say? Here's the English version: "You have the right to get help in your language for free. Just call the Member Services number on your ID card." Visually impaired? You can also ask for other formats of this document.

### Spanish

Usted tiene derecho a obtener asistencia en su idioma sin cargo. Llame al número de Servicios para Miembros que figura en su tarjeta de identificación ¿Tiene alguna deficiencia visual? También puede solicitar este documento en otros formatos.

### Chinese

您有權免費獲得使用您的語言提供的協助。只需撥打印於您的 ID 卡上的會員服務部電話號碼即可。視力障礙？您也可以索取本文件的其他格式。

### Vietnamese

Quý vị có quyền nhận trợ giúp bằng ngôn ngữ của mình, miễn phí. Quý vị chỉ cần gọi đến số điện thoại của Ban Dịch vụ Thành viên trên thẻ ID của quý vị. Quý vị bị khiếm thị? Quý vị cũng có thể yêu cầu các định dạng khác của tài liệu này.

### Korean

귀하는 귀하의 언어로 된 도움을 무료로 받을 권리가 있습니다. 귀하의 ID 카드에 있는 가입자 서비스 번호로 전화하십시오. 시각 장애인이신가요? 다른 형식으로 된 이 문서를 요청하실 수 있습니다.

### Tagalog

May karapatan kang makakuha ng tulong na nasa iyong wika nang libre. Tawagan lang ang numero ng Member Services na nasa iyong ID card. May kapansanan sa paningin? Maaari ka ring humingi ng iba pang mga format ng dokumentong ito.

### Russian

У вас есть право на бесплатное получение помощи на вашем родном языке. Просто позвоните в отдел обслуживания участников по номеру, указанному на вашей идентификационной карте. У вас проблемы со зрением? Вы также можете запросить этот документ в других форматах.

### French Creole

Ou gen dwa jwenn èd nan lang ou gratis. Jis rele nimewo Sèvis Manm ki sou Kat ID ou a gratis Gen pwoblèm vizyèl? Ou ka mande tou pou lòt fòm nan dokiman sa a.

### Arabic

لك الحق في الحصول على هذه المعلومات والحصول على المساعدة بلغتك مجاناً. فقط اتصل برقم خدمات الأعضاء الموجود على بطاقة هويتك. هل تعاني من ضعف البصر؟ يمكنك أيضاً طلب تنسيقات أخرى لهذه الوثيقة.

### French

Vous avez le droit d'obtenir de l'aide dans votre langue gratuitement. Appelez simplement le numéro du Services membres figurant sur votre carte d'identité. Vous êtes une personne malvoyante ? Vous pouvez également demander à accéder à ce document dans d'autres formats.

### Persian

شما حق دارید به زبان خود به صورت رایگان کمک بگیرید. فقط با شماره خدمات اعضا مندرج در کارت عضویت خود تماس بگیرید. آیا دچار اختلال بینایی هستید؟ همچنین می‌توانید فرمت‌های دیگر این سند را درخواست کنید.

### Armenian

Դուք իրավունք ունեք անվճար օգնություն ստանալու ձեր լեզվով: Պարզապես զանգահարեք ձեր ID քարտի վրա գտնվող Անդամների սպասարկման համարին: Տեսողության խանգարում ունեցող եք: Կարող եք նաև խնդրել այս փաստաթղթի այլ ձևաչափեր:

### Japanese

あなたにはあなたの言語で無料で支援を受ける権利があります。ID カードに記載されている会員サービス番号にお電話ください。視覚障害をお持ちですか？他の形式でこの文書を要求することもできます。

### Italian

Hai il diritto di ricevere assistenza gratuita nella tua lingua. Basta chiamare il numero del Servizio Membri presente sulla tua tessera identificativa. Hai problemi di vista? È possibile richiedere anche altri formati di questo documento.

### German

Sie haben das Recht, kostenlose Hilfe in Ihrer Sprache zu erhalten. Rufen Sie einfach die Nummer des Mitgliederservices auf Ihrer ID-Karte an. Sehbehindert? Sie können dieses Dokument auch in anderen Formaten anfordern.

### Polish

Masz prawo do bezpłatnej pomocy w swoim języku. Wystarczy zadzwonić pod numer Biura Obsługi Klienta podany na karcie identyfikacyjnej. Masz wadę wzroku? Możesz również poprosić o inne formaty tego dokumentu.

### Pennsylvania Dutch

Du hoscht's Recht fer Hilf griege in dei Schprooch fer nix. Duh yuscht die Member Services Number uffrufe uff dei ID Card. Hoscht Druwwel fer sehne? Du kannscht des do Schreiwes in en differnter Weg griege so as du's besser sehne kannscht.

### TTY/TTD:711

### It's important we treat you fairly

We follow federal civil rights laws in our health programs and activities. Members can get reasonable modifications as well as free auxiliary aids and services if you have a disability. We don't discriminate, on the basis of race, color, national origin, sex, age or disability. For people whose primary language isn't English (or have limited proficiency), we offer free language assistance services like interpreters and other written languages. Interested in these services? Call the Member Services number on your ID card for help (TTY/TDD: 711) or visit our website. If you think we failed in any areas or to learn more about grievance procedures, you can mail a complaint to: Compliance Coordinator, P.O. Box 27401, Richmond, VA 23279, or directly to the U.S. Department of Health and Human Services, Office for Civil Rights at 200 Independence Avenue, SW; Room 509F, HHH Building; Washington, D.C. 20201. You can also call 1-800-368-1019 (TDD: 1-800-537-7697) or visit <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>