

# The Harvard Pilgrim HMO Enrollment/Change Form

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## REASON FOR SUBMISSION (Please check all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> ENROLLMENT             | <input type="checkbox"/> CHANGE                               | <input type="checkbox"/> SPECIAL EMPLOYER/ASSOCIATION REQUEST |
| <input type="checkbox"/> NEW HIRE               | <input type="checkbox"/> CHANGE COVERAGE TYPE                 | <input type="checkbox"/> TERMINATION                          |
| <input type="checkbox"/> ANNUAL OPEN ENROLLMENT | <input type="checkbox"/> LOSS OF INSURANCE (ATTACH DOCUMENTS) | <input type="checkbox"/> LEFT EMPLOYMENT                      |
| <input type="checkbox"/> COBRA                  | <input type="checkbox"/> ADD DEPENDENT LISTED BELOW           | <input type="checkbox"/> VOLUNTARY CANCELLATION               |
| <input type="checkbox"/> P/T TO F/T DATE _____  | <input type="checkbox"/> TERMINATE DEPENDENT LISTED BELOW     | <input type="checkbox"/> MOVED FROM SERVICE AREA              |
| <input type="checkbox"/> OTHER _____            | <input type="checkbox"/> MARRIAGE DATE _____                  | <input type="checkbox"/> NO LONGER ELIGIBLE                   |
|   | <input type="checkbox"/> OTHER _____                          | <input type="checkbox"/> DECEASED DATE _____                  |

CONTRACT / ID NUMBER		GROUP / COMPANY NAME		DATE OF HIRE		DIVISION		EFFECTIVE DATE				
<b>H P</b>												
EMPLOYEE NAME				TYPE OF COVERAGE		MARITAL STATUS _____						
FIRST		MIDDLE		LAST		<input type="checkbox"/> INDIVIDUAL		<input type="checkbox"/> 2-PERSON (Only where offered)				
ADDRESS				<input type="checkbox"/> FAMILY		<input type="checkbox"/> OTHER _____						
APT. NO.		STREET		PO BOX		<b>PLEASE USE THE CODES LISTED BELOW TO COMPLETE DEPENDENT RELATION BLOCK</b>						
CITY		STATE		ZIP		COUNTY		02 SPOUSE				
TELEPHONE (HOME)		TELEPHONE (WORK)						03 UNMARRIED CHILD UNDER 19				
( )		( )						04 UNMARRIED STEPCHILD UNDER 19				
								05 * UNMARRIED FULL-TIME STUDENT OVER AGE 19				
								06 HANDICAPPED (VERIFICATION REQUIRED)				
								07 EX-SPOUSE				
<b>IT IS VERY IMPORTANT THAT EACH MEMBER SELECT A PRIMARY CARE PHYSICIAN. ALL MEDICAL AND HEALTH CARE NEEDS MUST BE PROVIDED OR ARRANGED BY THE PRIMARY CARE PHYSICIAN.</b>												
FIRST MI LAST (IF NOT SAME AS EMPLOYEE)		LANGUAGE CODE	DATE OF BIRTH		SEX	RELATION CODE	SOCIAL SECURITY NUMBER		SELECT A PRIMARY CARE PHYSICIAN AND TOWN FOR EACH MEMBER	ARE YOU A REGULAR PATIENT OF THIS DOCTOR?	DO NOT WRITE PCP #	
EMPLOYEE			MO	DAY	YR	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

<b>LANGUAGE CODES</b> (Optional)	<b>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.</b>															
	<input type="checkbox"/> AS	<input type="checkbox"/> CA	<input type="checkbox"/> CV	<input type="checkbox"/> EN	<input type="checkbox"/> FR	<input type="checkbox"/> HA	<input type="checkbox"/> HM	<input type="checkbox"/> IT	<input type="checkbox"/> KH	<input type="checkbox"/> LO	<input type="checkbox"/> MN	<input type="checkbox"/> PT	<input type="checkbox"/> RU	<input type="checkbox"/> SP	<input type="checkbox"/> VI	OTHER <input type="checkbox"/> _____
	American Sign Language	Cantonese	Cape Verdean	English	French	Haitian	Hmong	Italian	Khmer	Laotian	Mandarin	Portuguese	Russian	Spanish	Vietnamese	Specify _____
*IF YOU HAVE LISTED A FULL-TIME STUDENT(S) OVER AGE 19 BUT UNDER THE MAXIMUM STUDENT AGE, SUPPLY THE FOLLOWING INFORMATION:				HAVE YOU EVER BEEN A MEMBER OF Pilgrim Health Care, Harvard Community Health Plan, HCHP OF NE, HPHC OR HPHC OF NE? <input type="checkbox"/> YES <input type="checkbox"/> NO												
STUDENT(S) NAME _____				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)												
				THE E-MAIL MENU YOU RECEIVE MAY INCLUDE CHOICES SUCH AS; SECURE E-MAIL WITH YOUR PHYSICIAN, REPLACEMENT OF HPHC MAILINGS WITH E-MAILS POINTING TO OUR WEB-SITES, HEALTH-RELATED UPDATES AND REMINDERS, AND OTHER POSSIBLE OPTIONS. CONFIDENTIAL E-MAIL WILL BE SENT THROUGH A SECURE WEB-SITE, AND YOU WILL RECEIVE NOTIFICATION THAT THERE IS A MESSAGE FOR YOU AT THE SITE. NON-CONFIDENTIAL UPDATES AND REMINDERS YOU ELECT TO RECEIVE WILL BE SENT DIRECTLY TO THE E-MAIL ADDRESS LISTED ABOVE.												
				YOUR E-MAIL ADDRESS WILL BE STORED IN A PROTECTED DATABASE AND WILL REMAIN CONFIDENTIAL.												

I UNDERSTAND THAT MEMBERSHIP WILL BECOME EFFECTIVE UPON ACCEPTANCE BY THE PLAN AND THAT BENEFITS UNDER THE PLAN WILL BE EXPLAINED IN A SEPARATE DOCUMENT. I ALSO UNDERSTAND THAT THE SUBROGATION PROVISION APPLICABLE TO MAINE MEMBERS, OUTLINED IN A SEPARATE DOCUMENT, PERMITS SUBROGATION PAYMENTS ON A JUST AND EQUITABLE BASIS. DURING MY MEMBERSHIP, I AUTHORIZE ANY HEALTH CARE PROVIDER OR OTHER HEALTH PLAN TO PROVIDE MEDICAL INFORMATION AND RECORDS TO THE PLAN, THE PLAN ADMINISTRATOR, OR PLAN AFFILIATED HEALTH CARE PROVIDERS. I ALSO AUTHORIZE THE PLAN, THE PLAN ADMINISTRATION, AND ANY PLAN HEALTH CARE PROVIDERS RENDERING SERVICES TO ME OR MY DEPENDENTS TO RECEIVE COPIES OF MY OR MY DEPENDENTS' MEDICAL RECORDS. I AUTHORIZE THE USE BY THE PLAN, AND ITS AGENTS, OF ANY INFORMATION OBTAINED HEREUNDER FOR THE DELIVERY OF HEALTH SERVICE, TO DETERMINE ELIGIBILITY AND ENTITLEMENT TO BENEFITS (INCLUDING REIMBURSEMENT BY THIRD PARTIES), FOR EDUCATION AND RESEARCH IN ACCORDANCE WITH GOVERNMENT REGULATIONS, AND FOR THE OTHER PLAN PROFESSIONAL ACTIVITIES SUCH AS UTILIZATION REVIEW, QUALITY ASSURANCE, CASE MANAGEMENT, REFERRAL AND AUTHORIZATION, DISEASE MANAGEMENT, FRAUD DETECTION AND CERTAIN OVERSIGHT ACTIVITIES, SUCH AS ACCREDITATION AND REGULATORY AUDITS. I UNDERSTAND THAT A COPY OF THIS FORM WILL BE GIVEN TO ME, OR TO 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, SPOUSE AND ALL DEPENDENTS AGED 18 YEARS AND OVER MUST SIGN THIS FORM FOR ENROLLMENT.**

EMPLOYEE SIGNATURE _____	DATE _____	DEPENDENT SIGNATURE (age 18 years - over) _____	DATE _____	DEPENDENT SIGNATURE (age 18 years - over) _____	DATE _____
SPOUSE SIGNATURE (if applicable) _____	DATE _____	DEPENDENT SIGNATURE (age 18 years - over) _____	DATE _____	EMPLOYER SIGNATURE _____	DATE _____