NOTE: Before submitting this completed form to your employer, you may wish to protect the confidentiality of your health information by taping or stapling the form so the health information pages are not visible.

aetna®

Texas Employee Enrollment/Change Form
2 – 50 employees

INSTRUCTIONS: You, the employee, must complete this enrollment form in full or it will be returned to you resulting in a delay in processing. You are solely responsible for its accuracy and completeness. **If waiving coverage, please complete Sections B and F.**

Social Security Number

Company Name

Effective Date

Date of Hire

☐ New Hire
☐ Rehire/Reinstatement
☐ New Group Enrollment
☐ Late Enrollment
☐ Other _____

☐ Change of Coverage
☐ Add Spouse/Domestic Partner
☐ Add Dependent Child
☐ Name Change
☐ Other _____

☐ Employee Termination
☐ Remove Spouse/ Domestic Partner
☐ Remove Dependent Child
☐ Cancel Coverage

COBRA/State Continuation for:
☐ Employee ☐ Dependent
Length of Continuation:
☐ 18 ☐ 36 ☐ Other ____
Original Qualifying Event Date _____
Reason _____

A. Coverage Selection – *Please print clearly, using black ink. (Shaded sections for Employer/Aetna Use Only)*

Control/Group No.	Suffix	Account	Plan No.	Class Code

1. Medical – *Check one:*

☐ Aetna OAMC Plan: _____
☐ Aetna HNOnly Plan: _____
☐ Aetna Savings Plus Plan: _____
☐ Aetna Whole Health EPO Plan: _____
☐ Aetna EPO Plan: _____
☐ Aetna PPO Plan: _____
☐ Aetna Indemnity Plan: _____

Control/Group No.	Suffix	Account	Plan No.	Class Code

2. Dental - *To enroll, enter the plan number and name elected below.*

Standard Plan: Plan Number: _____ Plan Name: _____ FOC Options: ☐ DMO® *or* ☐ PDN

Voluntary Plans: Plan Number: _____ Plan Name: _____ FOC Options: ☐ DMO® *or* ☐ PDN

Before today, were you covered under this employer's dental plan? ☐ Yes ☐ No

Control/Group No.	Suffix	Account	Plan No.

3. Life and Disability – *Check applicable boxes*

☐ Basic Life/AD&D Ultra® ☐ Optional Dependent Life ☐ Life & Disability Packaged Plan

Full Beneficiary Name (First, Middle, Last)	Beneficiary Social Security Number	Birthdate (MM/DD/YYYY) / /
Beneficiary Address (Number, Street, **Apt. No.**, City, State, ZIP Code)	Telephone Number ( ) -	Relationship to Employee

B. Employee Information – *Must be completed by the employee.*

Member ID Number (if available)	Last Name, First Name, M.I.		Job Title
Home Address	Apt. No.	City, State	ZIP Code
Work Address		City, State	ZIP Code
Home Telephone ( ) -	Work Telephone ( ) -	No. of Hours Usually Worked Per Week	Number of Dependents (including Spouse/ Domestic Partner) enrolling for coverage

Salary **$** ☐ Hourly ☐ Weekly ☐ Monthly

Check One ☐ Full-Time ☐ Part-Time ☐ 1099 ☐ Retiree ☐ Union ☐ COBRA ☐ Seasonal ☐ Temporary

continued on next page

Social Security Number

B. Employee Information *(Continued)*

Subscriber Primary Language (other than English) Primer Idioma del suscriptor (que no sea el Ingles) What is your primary Language? ¿Cuál es su primer idioma? _____	**Subscriber Disability** Do you have a disability which affects your ability to communicate or read? ☐ Yes ☐ No If Yes, please indicate the nature of your disability. _____

C. Individuals Covered - ***List individuals for whom you are enrolling or adding/changing/removing coverage. Insert additional sheets if necessary. NOTE: Enter Domestic Partner ONLY if your employer has elected that coverage.***

NOTE FOR MEDICAL AND DENTAL COVERAGE: While the Federal Patient Protection and Affordable Care Act mandates coverage of dependent children up to age 26, your plan may allow coverage beyond age 26. Some exceptions apply. Please refer to your plan documents or contact your benefits administrator.

If any person has used tobacco products (cigarettes, pipe, cigars, snuff, or chewing tobacco) an average of four or more times per week within the past six months, check below. Religious or ceremonial uses of tobacco (for example, by American Indians and Alaska Natives) are exempt.

1	(**A**)dd (**C**)hange ___ (**R**)emove	**Employee Name** (Last, First, M.I.)	Sex (M/F)	Social Security Number	Birthdate (MM/DD/YYYY) / /
Coverage Election ☐ Medical ☐ Dental ☐ Life/Disability		If choosing HMO, Primary Office ID #	Current Patient **Yes** ☐	If choosing DMO, Primary Office ID #	Current Patient **Yes** ☐
Tobacco Use ☐ Yes ☐ No		Currently participating in Quit Smoking Program ☐ Yes ☐ No		Incapacitated **N/A**	
2	(**A**)dd (**C**)hange ___ (**R**)emove	**Name** (Last, First, M.I.) ☐ **Spouse** ☐ **Domestic Partner**	Sex (M/F)	Social Security Number	Birthdate (MM/DD/YYYY) / /
Coverage Election ☐ Medical ☐ Dental ☐ Life		If choosing HMO, Primary Office ID #	Current Patient **Yes** ☐	If choosing DMO, Primary Office ID #	Current Patient **Yes** ☐
Tobacco Use ☐ Yes ☐ No		Currently participating in Quit Smoking Program ☐ Yes ☐ No		Incapacitated ☐ Yes ☐ No	
3	(**A**)dd (**C**)hange ___ (**R**)emove	**Name** (Last, First, M.I.) ☐ **Child** ☐ **Stepchild** ☐ **Other**	Sex (M/F)	Social Security Number	Birthdate (MM/DD/YYYY) / /
Coverage Election ☐ Medical ☐ Dental ☐ Life		If choosing HMO, Primary Office ID #	Current Patient **Yes** ☐	If choosing DMO, Primary Office ID #	Current Patient **Yes** ☐
Tobacco Use ☐ Yes ☐ No		Currently participating in Quit Smoking Program ☐ Yes ☐ No		Incapacitated ☐ Yes ☐ No	
4	(**A**)dd (**C**)hange ___ (**R**)emove	**Name** (Last, First, M.I.) ☐ **Child** ☐ **Stepchild** ☐ **Other**	Sex (M/F)	Social Security Number	Birthdate (MM/DD/YYYY) / /
Coverage Election ☐ Medical ☐ Dental ☐ Life		If choosing HMO, Primary Office ID #	Current Patient **Yes** ☐	If choosing DMO, Primary Office ID #	Current Patient **Yes** ☐
Tobacco Use ☐ Yes ☐ No		Currently participating in Quit Smoking Program ☐ Yes ☐ No		Incapacitated ☐ Yes ☐ No	
5	(**A**)dd (**C**)hange ___ (**R**)emove	**Name** (Last, First, M.I.) ☐ **Child** ☐ **Stepchild** ☐ **Other**	Sex (M/F)	Social Security Number	Birthdate (MM/DD/YYYY) / /
Coverage Election ☐ Medical ☐ Dental ☐ Life		If choosing HMO, Primary Office ID #	Current Patient **Yes** ☐	If choosing DMO, Primary Office ID #	Current Patient **Yes** ☐
Tobacco Use ☐ Yes ☐ No		Currently participating in Quit Smoking Program ☐ Yes ☐ No		Incapacitated ☐ Yes ☐ No	

Social Security Number

C. Individuals Covered *(Continued)*

6	(**A**)dd (**C**)hange ___ (**R**)emove	**Name** (Last, First, M.I.) ☐ **Child** ☐ **Stepchild** ☐ **Other**	Sex (M/F)	Social Security Number	Birthdate (MM/DD/YYYY) / /
Coverage Election ☐ Medical ☐ Dental ☐ Life		If choosing HMO, Primary Office ID #	Current Patient **Yes** ☐	If choosing DMO, Primary Office ID #	Current Patient **Yes** ☐
Tobacco Use ☐ Yes ☐ No		Currently participating in Quit Smoking Program ☐ Yes ☐ No		Incapacitated ☐ Yes ☐ No	

D. Dependent Information

List any dependent in Section **C** living at another address.

Name	Address

For Dependent Life: If age 19 and over and a full-time student, provide the following:

Child Name	School Name	Expected Graduation Date	Number of Credit Hours

E. Coordination of Benefits

Will you have other health insurance at the same time as this coverage? ☐ Yes ☐ No

Name of Person	Carrier Name	Name of Person	Carrier Name

F. Declination/Waiver of Coverage – *To be completed if medical and/or dental coverage is declined or refused by an eligible employee and/or their eligible family members.*

☐ **Medical Coverage declined for:**
- ☐ Myself ☐ Child(ren)
- ☐ Spouse/Domestic Partner

☐ **Dental Coverage declined for:**
- ☐ Myself ☐ Child(ren)
- ☐ Spouse/Domestic Partner

Reason for declining coverage

- ☐ Spouse/Domestic Partner group coverage
- ☐ Parental group coverage
- ☐ Medicare
- ☐ Medicaid
- ☐ Retiree coverage
- ☐ Another group plan provided by my employer
- ☐ COBRA coverage
- ☐ Insurance through another job
- ☐ TRICARE or CHAMPVA
- ☐ Individual coverage – On or Off Exchange
- ☐ Do not want
- ☐ Other _____

I acknowledge I have been given the right to apply for this coverage, however, I am electing not to enroll. By declining this group coverage I acknowledge that I and/or my dependents may have to wait until the plan's next anniversary date to be enrolled for group coverage.

Please sign here ONLY if you are declining coverage for yourself or your dependent(s). ***Date (Month/Day/Year)***

Employee Signature X

G. Case Management (OPTIONAL – This information will be used to help coordinate your care. It will not impact your premium rate or eligibility for coverage. Case management is a process of identifying individuals with certain medical conditions associated with complex health care needs and helps us better provide you with any care you may need.)

- ☐ AIDS
- ☐ ALS (Amyotrophic lateral sclerosis) - Lou Gehrig's disease
- ☐ Auto Immune Disorders (e.g., scleroderma, Systemic Lupus)
- ☐ Traumatic Brain Injury
- ☐ Cerebral Palsy using wheelchair
- ☐ Chronic Pain
- ☐ Congestive Heart Failure
- ☐ COPD using oxygen
- ☐ Cor Pulmonale
- ☐ Defibrillator /AICD/ Implantable Cardioverter
- ☐ End of Life/Hospice
- ☐ Hypertensive Heart Disease
- ☐ Hypertensive Renal Disease
- ☐ Multiple Sclerosis
- ☐ Muscular Dystrophy
- ☐ Myasthenia Gravis
- ☐ Paralysis
- ☐ Paraplegic
- ☐ Pregnant - high risk or multiple births
- ☐ Quadriplegic

Name of Individual	Condition(s)

Social Security Number

Conditions of Enrollment

On behalf of myself and the dependents listed on Pages 2 and 3, I agree to or with the following:

1. I acknowledge that by enrolling in the following plans, coverage is provided by the following entities (collectively referred to as "Aetna"):
   - Aetna HNOnly Plan: Aetna Health Inc.
   - Aetna Dental DMO: Aetna Dental Inc.
   - Life, disability, dental and all other health coverages: Aetna Life Insurance Company.
2. I understand and agree that my employer's application will determine coverage and that there is no coverage unless and until both the eligible employee and employer applications have been accepted by Aetna. Even if this enrollment form is accepted, any intentional misrepresentation of material fact may result in future claims being denied.

   For life and disability coverages: I understand that the effective date of insurance for myself or for any of my dependents is subject to my being actively at work on that date and that the effective date of insurance for any of my dependents is also subject to the dependent health condition requirements of the benefit plan. Further, I understand that any insurance subject to evidence of good health or medical information will not become effective until Aetna gives its written consent.
3. I understand and agree that this Enrollment/Change Form may be transmitted to Aetna or its agent by my employer or its agent. I authorize any physician, other healthcare professional, hospital or any other healthcare organization ("Providers"), to give to Aetna or its agent information concerning the medical history, services or treatment provided to anyone listed on this Enrollment/Change Form, including those involving mental health and substance abuse. I further authorize Aetna to use such information and to disclose such information to affiliates, Providers, payors, other insurers, third party administrators, vendors, consultants and governmental authorities with jurisdiction when necessary for my care or treatment, payment for services, the operation of my health plan, or to conduct related activities. I have discussed the terms of this authorization with my spouse/domestic partner and competent adult dependents and I have obtained their consent to those terms. This authorization will remain valid for the term of the coverage and so long thereafter as allowed by law. I understand that I am entitled to receive a copy of this authorization upon request and that a photocopy is as valid as the original.
4. The plan documents will determine the rights and responsibilities of member(s) and will govern in the event they conflict with any benefits comparison, summary or other description of the plan.
5. I understand and agree that, with the exception of Aetna Rx Home Delivery®, all participating providers and vendors are independent contractors and are neither agents nor employees of Aetna. Aetna Rx Home Delivery, LLC, is a subsidiary of Aetna Inc. The availability of any particular provider cannot be guaranteed and provider network composition is subject to change. Notice of the change shall be provided in accordance with applicable state law.
6. I understand and agree that, with certain exceptions described in the plan documents, HMO and DMO plans only provide coverage for referred benefits, and that, in order to be covered, services must be performed either by a participating primary care physician, primary care dentist or by the participating specialist, hospital, pharmacy, dentist, or other provider as authorized by a referral from a participating primary care physician.

Misrepresentation

7. Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any intentional misrepresentation of material fact or conceals, for the purpose of misleading, information concerning any fact material thereto may commit a fraudulent insurance act, which may be a crime and may subject such person to criminal and civil penalties.

I represent that all information supplied in this form is true and complete. I have read and agree to the Conditions of Enrollment and Misrepresentation on this **Texas** Employee Enrollment/Change Form. I understand that, in the event I fail to sign this form within 31 days after the above transaction request or for any reason Aetna does not receive notice of the above transaction request within a reasonable time following the event, my and my dependents' eligibility may be affected. I am employed by the employer shown on Page 1, and I am working full time, usually 30 hours per week, for this employer at the regular place of business.

If you have questions concerning the benefits and services that are provided by or excluded under this Agreement, please contact a Member Services representative at 1-800-323-9930 before signing this form.

Employee Signature	***Employee E-mail Address (optional)***	***Date (Month/Day/Year)***
X		