

# Employee Enrollment Application



**Your Anthem enrollment application is attached. It is essential that you read it carefully and complete all necessary sections.**

**If you are a new enrollee:**

- a) Applying for health coverage, please complete sections 2, 4, 5, 6, 7, 8, and 9. Your signature is required in section 9.
- b) Waiving your health coverage benefit, please complete sections 2, 5, and 10. Your signature is required in section 10.
- c) Complete all appropriate sections, print, sign and mail, fax or email to:  
Ms. Elaine Schaser  
Diocesan Benefits Office  
1125 Madison Avenue  
Covington, KY 41011-3115  
Phone: (859) 392-1554  
Fax: (859) 392-1589  
Email: [ESchaser@CovDio.org](mailto:ESchaser@CovDio.org)



**If you are adding a dependent(s):**

Complete section 3 in addition to the above.

**NOTE:** You may be required to supply additional information.

[www.anthem.com](http://www.anthem.com)

**It is important that you read and understand the Significant Terms, Conditions and Authorizations on Page 4.**

*Thank you for choosing Anthem Blue Cross and Blue Shield.*

Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of Kentucky, Inc. Independent licensees of the Blue Cross and Blue Shield Association. © ANTHEM is a register trademark of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.

Anthem Health Plans of Kentucky, Inc: 13550 Triton Park Blvd, Louisville, KY 40223

<b>1. Employer/Group Use:</b>		<b>Roman Catholic Diocese of Covington</b>					
Employer Name and Address:		1125 Madison Avenue; Covington, KY 41011-3115					
Group #	Sub-group #	Request Effective Date			Department Name		
W32182		/ /					
<b>Anthem Use:</b>	Plan	Health Effective	PCP	COB	Pre-ex (date)		
	/ /	Yes	No	Yes	No	/ /	

<b>2. Reason for Application</b>			<b>3. Status Change / Event</b>		
<input type="checkbox"/> New Enrollment	<input type="checkbox"/> Waiver	Event Date: / /			
<input type="checkbox"/> Annual Open Enrollment	<input type="checkbox"/> New Hire	<input type="checkbox"/> Marriage	<input type="checkbox"/> Adoption *		
<input type="checkbox"/> COBRA	<input type="checkbox"/> Rehire (date): / /	<input type="checkbox"/> Birth	<input type="checkbox"/> Legal Guardianship *		
Qualifying Event:		Other: _____			
	<input type="checkbox"/> Add dependent				
Event Date: / /	(See § 3)	* - Include legal documentation			

<b>4. Type of Coverage / Plan</b>					
<input checked="" type="checkbox"/> PPO	<input type="checkbox"/> Employee only	<input type="checkbox"/> Employee + spouse	<input type="checkbox"/> Employee + child(ren)	<input type="checkbox"/> Family coverage	
No coverage (MUST complete and sign Section 10)					

<b>5. Employee Information</b>					
Last Name	First name, M.I.	Date of Birth	Age	Gender	Social Security #
		/ /		<input type="checkbox"/> M <input type="checkbox"/> F	
Home Address	City	State	Zip Code	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced	
Home telephone	Work telephone	eMail address (required)			
Retired	Disabled	Hospitalized	Occupation	Full-time hire date	Hours working/week
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		/ /	

<b>6. Family Information</b> *Spouse and dependents to be covered					
* Please read the Genetic Information Non-discrimination Act (GINA) information on Pg 3, prior to answering the below questions.					
<b>Dependent #1:</b> Last Name		First name, M.I.		Relationship to Applicant:	FT Student?
				<input type="checkbox"/> Spouse <input type="checkbox"/> Other:	<input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Yes <input type="checkbox"/> No
Is dependent's address different than applicant's address? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, provide full address below)					
Date of Birth	Gender	Social Security #	Eligible for federal income tax exemption?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> No
/ /	<input type="checkbox"/> M <input type="checkbox"/> F		Court ordered health care coverage?	<input type="checkbox"/> Yes *	<input type="checkbox"/> No
If child, is child married?			Currently hospitalized/disabled?	<input type="checkbox"/> Yes *	<input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No			(If Yes, to either, include legal documentation and reason)		
Does child have other medical insurance available? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Dependent #2:</b> Last Name		First name, M.I.		Relationship to Applicant:	FT Student?
				<input type="checkbox"/> Spouse <input type="checkbox"/> Other:	<input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Yes <input type="checkbox"/> No
Is dependent's address different than applicant's address? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, provide full address below)					
Date of Birth	Gender	Social Security #	Eligible for federal income tax exemption?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> No
/ /	<input type="checkbox"/> M <input type="checkbox"/> F		Court ordered health care coverage?	<input type="checkbox"/> Yes *	<input type="checkbox"/> No
If child, is child married?			Currently hospitalized/disabled?	<input type="checkbox"/> Yes *	<input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No			(If Yes, to either, include legal documentation and reason)		
Does child have other medical insurance available? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

<b>Dependent #3:</b> Last Name		First name, M.I.		Relationship to Applicant:	<input type="checkbox"/> Spouse	<input type="checkbox"/> Son	FT Student?
				<input type="checkbox"/> Other:	<input type="checkbox"/> Daughter		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is dependent's address different than applicant's address?				<input type="checkbox"/> Yes	<input type="checkbox"/> No (If Yes, provide full address below)		
Date of Birth	Gender	Social Security #	Eligible for federal income tax exemption?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
/ /	<input type="checkbox"/> M <input type="checkbox"/> F		Court ordered health care coverage?		<input type="checkbox"/> Yes *	<input type="checkbox"/> No	
If child, is child married?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		Currently hospitalized/disabled?		
					<input type="checkbox"/> Yes * <input type="checkbox"/> No		
Does child have other medical insurance available?				<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>For additional dependents, submit on a separate sheet of paper.</b>							

<b>7. Other Health Coverage</b>				
<b>Please check one:</b> <input type="checkbox"/> Yes - must complete this section <input type="checkbox"/> No				
On the day your coverage begins, list family members, including yourself, who will be covered by any other health coverage:				
Provide name, phone number and address of the HMO or insurance company			Policy/Certificate #	Effective date
				/ /
Policy/certificate holder's name	Social Security #	Date of birth	Relationship to applicant	
		/ /		
<b>If you and/or your dependents are enrolled in Medicare or Medicaid, complete the following:</b>				
Enrollee's name(s)	Medicare / Medicaid ID number	Medicare Part A effective Date	Medicare Part B effective Date	ESRD onset date
		/ /	/ /	/ /
		/ /	/ /	/ /
Medicare Part D ID#	Medicare Part D Carrier	Medicare Part D effective Date	Medicare Part B term date	
		/ /	/ /	
Reason for Medicare entitlement:	Age	Disability	ESRD/Disability	End Stage Renal Disease

<b>8. Prior Health Coverage</b>				
<b>Please check one:</b> <input type="checkbox"/> Yes - must complete this section <input type="checkbox"/> No				
Type of coverage:	<input type="checkbox"/> Single	<input type="checkbox"/> Employee + spouse	<input type="checkbox"/> Employee + child(ren)	<input type="checkbox"/> Family coverage
Termination reason:	<input type="checkbox"/> Divorce/legal separation	<input type="checkbox"/> Death of spouse	<input type="checkbox"/> COBRA exhausted	
	<input type="checkbox"/> Group plan terminated	<input type="checkbox"/> Employer/group contribution ceased	<input type="checkbox"/> Employment terminated	
	Other: _____			

**Significant Terms, Conditions and Authorizations (TERMS)** *Please read this section carefully before signing*

**Genetic Information Non-discrimination Act (GINA):** When answering questions on this enrollment application the information provided for each individual should include only information about that individual, and should not include any genetic information. Genetic information includes family medical history and information related to the individual's genetic testing, genetic services, genetic counseling, or genetic diseases for which the individual may be at risk. All responses pertaining to an individual will only be considered and applied to the individual in question.

**Continue to Page 4 for signature page and remaining Terms, Conditions and Authorizations (TERMS)**

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**Significant Terms, Conditions and Authorizations (TERMS) Please read this section carefully before signing**

1. I may not assign any payment under my Anthem Blue Cross and Blue Shield program unless allowed by law.
2. I authorize deduction from my wages/pension, if necessary for the required premium for the coverage for which I, or any dependents have applied.
3. I am applying for the coverage selected on this application. If I select a coverage, or combination of coverages, not available to me and / or a class for which I am not eligible, I agree that my selection(s) is hereby automatically amended to be consistent with the employer's application.
4. I understand that, to the extent permitted by law, Anthem reserves the right to accept or decline this application and that no right whatsoever is created by this application.
5. I am responsible to timely notify my employer of any change that would make me or any dependent ineligible for coverage.
6. By signing this application, I agree and consent to the recording and / or monitoring of any telephone conversation between Anthem and myself.  
I acknowledge that I have read the Significant Terms, Conditions and Authorizations, and I accept such provisions as a condition of coverage. I represent that the answers given to all questions on this application are true and accurate to the best of my knowledge and I understand they are being relied on by Anthem in accepting this application. I understand that any misstatements or failure to report new medical information prior to my effective date may result in a material change to coverage or premium rates. Any material misrepresentation or significant omission found in this application may result in denial of benefits, rescission or cancellation of coverage.

**KENTUCKY:** Any person who knowingly and with intent to defraud any insurance company, health maintenance organization, self-insured plan, or other person, files an application for insurance or other form of health care coverage containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

I give this authorization for and on behalf of any eligible dependents and myself if covered by the Plan. I am acting as their agent and representative.

Your health coverage will be provided by one of the following companies based upon the state in which your employer, trust or association is located: **Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of Kentucky, Inc.**

<b>9. Read the TERMS section above carefully before signing. Please review your application for errors.</b>	
By signing this, I am indicating that I have read and understand the language in the TERMS section of this application and agree to all of its terms.	
Applicant Signature for Electing Health Coverage	Date
	/ /

<b>10. Waiver of health coverage for employee and/or any eligible dependent not enrolling.</b>	
Name of person waiving	Already protected by coverage of: <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> None
Employer Name Carrier: <input type="checkbox"/> Anthem (list policy #)	<input type="checkbox"/> Other (list Carrier name/policy #)
Name of person waiving	Already protected by coverage of: <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> None
Employer Name Carrier: <input type="checkbox"/> Anthem (list policy #)	<input type="checkbox"/> Other (list Carrier name/policy #)
Name of person waiving	Already protected by coverage of: <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> None
Employer Name Carrier: <input type="checkbox"/> Anthem (list policy #)	<input type="checkbox"/> Other (list Carrier name/policy #)
Name of person waiving	Already protected by coverage of: <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> None
Employer Name Carrier: <input type="checkbox"/> Anthem (list policy #)	<input type="checkbox"/> Other (list Carrier name/policy #)

<p><input checked="" type="checkbox"/> I certify that I have been given an opportunity to apply for Anthem Blue Cross and Blue Shield coverage and after careful consideration, have decided not to take advantage of this offer. In the event I wish to apply for such coverage hereafter, I may do so, subject to established procedures. If I am declining enrollment for myself or my dependents (including my spouse) because of other health insurance coverage, I may in the future be able to enroll myself or my dependents in this plan, provided that enrollment is requested within 31 days after other coverage ends. If I have a dependent as a result of marriage, birth, adoption or placement for adoption, I may be able to enroll myself and my dependents provided that I request enrollment within 31 days after the marriage, birth, adoption or placement of adoption. I also understand that my dependents and I may enroll under two additional circumstances:</p> <ul style="list-style-type: none"> <li>• Either my or my dependent's Medicaid or Children's Health Insurance Program (CHIP) coverage is terminated as a result of loss of eligibility; or</li> <li>• My dependent or I become eligible for a subsidy (state premium assistance program).</li> </ul> <p>In these cases, I may be able to enroll myself and my dependents provided that I request enrollment within <u>60 days</u> of the loss of Medicaid/CHIP or of the eligibility determination.</p>	
Applicant Signature for Waiving of Health Coverage	Date
	/ /