DENTAL APPLICATION AND CHANGE FORM

ENROLLEE (EMPLOYEE) INFORMATION

STEP 1

Last Name	First Name		MI
Mailing Address	City	State	Zip
Telephone	Email		
Social Security #	Employer Name		
Is your position covered by a collective bargaining agreement? ☐ Yes ☐ No If yes, check the appropriate category: ☐ Teacher ☐ Police ☐ Fire ☐ Public Works ☐ Other	**TYPE OF COVERAGE AND MEMBERSHIP REQUESTED (check)**		
Marital Status ☐ Single ☐ Married ☐ Other _____ ☐ Widowed ☐ Divorced/Legally Separated	**Dental Type** Dental Option #_____	**Dental Membership** ☐ Single ☐ Two-Person ☐ Family	

STEP 2

REASON FOR COMPLETING FORM

- ☐ New Enrollee
- ☐ Benefit Change
- ☐ Open Enrollment
- ☐ Name Change
- ☐ Marriage
- ☐ Birth/Adoption
- ☐ Death
- ☐ Divorce/Legal Separation
- ☐ Dependent No Longer Eligible

Dependent Name _____

- ☐ Retirement
- ☐ Retiree or Spouse Now Medicare Eligible
- ☐ Loss of Other Coverage (explain) _____
- ☐ Election of COBRA Coverage
- ☐ Other (explain) _____

Actual Date of Event _____

ENROLLEE AND DEPENDENT INFORMATION (Complete this section as your membership should appear)

STEP 3

NAME (First, MI, Last)	Date of Birth Month/Day/Year	Relation to Enrollee	Gender
Employee Name		Self	☐ Male ☐ Female
Spouse Name		Spouse	☐ Male ☐ Female
	Spouse Email		
Dependent Child Name**			☐ Male ☐ Female
Dependent Child Name**			☐ Male ☐ Female
Dependent Child Name**			☐ Male ☐ Female

HealthTrust Office Use Only

****If you are enrolling a dependent child age 26 or older who is disabled, complete a *Certification for a Mentally or Physically Disabled Child Over Maximum Age* form available through your employer or at *www.healthtrustnh.org*.**

OTHER DENTAL INSURANCE COVERAGE INFORMATION

STEP 4

Do you or your family have dental coverage through another group or employer? ☐ Yes ☐ No	Name of Insurance Company	
Are you or another dependent transferring coverage from another dental carrier? ☐ Yes ☐ No	Policy Number	
Member Name	Effective Date	Termination Date

ENROLLEE SIGNATURE

STEP 5

I hereby authorize HealthTrust and my employer to institute the enrollment(s) indicated on this form. If my employer requires a contribution for this coverage, this authorizes the appropriate payroll deductions. I understand that the effective date and termination date of my membership will be determined by HealthTrust and my employer in accordance with the plan rules. I understand that I must sign this form for claims to be processed. By signing this application, I attest to the accuracy and truthfulness and will provide documentation to HealthTrust upon request. I understand that any misrepresentation affecting the above named Enrollee's and/or Dependents' eligibility may result in retroactive cancellation of the dental coverage and any charges incurred will be my liability. I understand it is my responsibility to notify my employer immediately when any Dependent no longer meets eligibility requirements of the plan.

Enrollee Signature_____ Date

EMPLOYER USE ONLY

STEP 6

Date of Hire	Date of Rehire	☐ Full-Time	☐ Part-Time to Full-Time Date	☐ Part-Time Number of Hours Weekly_____	☐ COBRA	☐ Retiree
Eligibility Organization Name				Employee Job Title		
Dental Group/Carrier Number		Effective Date of Coverage		Benefits Administrator Signature/Stamp		Date

HealthTrust

White - HealthTrust Yellow - Employer Pink - Employee

Form #HT037
Revision Date 9/15

Please complete section A, as necessary, and return with your application.

Enrollee Name _____ **Employer Name** _____

A. ADDITIONAL DEPENDENT(S) INFORMATION – If you are enrolling more than three dependent children, please complete the information below.

NAME (First, MI, Last)	Date of Birth Month/Day/Year	Relation to Enrollee	Gender
Dependent Child Name**			☐ Male ☐ Female
Dependent Child Name**			☐ Male ☐ Female
Dependent Child Name**			☐ Male ☐ Female
Dependent Child Name**			☐ Male ☐ Female
Dependent Child Name**			☐ Male ☐ Female

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Enrollee Signature _____ Date