



Reminder for Submitting Enrollment Material

Dear Member,

Cox HealthPlans, LLC wants to take this opportunity to provide you with important information for enrolling newly eligible dependents. The below information will assist you in determining what steps you will need to take to insure coverage for your dependents. If you are currently covered under a group health plan please consult with your Human Resources Department to complete the necessary paperwork. If you are currently covered under an Individual policy please contact us at (800)205-7665 to obtain the paperwork.

Members with existing dependent (employee/spouse, employee/child, employee/family) coverage:

Newborns are covered under Your membership for the first thirty-one (31) days. This includes an adopted newborn or a newborn placed in Your physical custody so long as we receive the court-approved adoption petition or placement documents within thirty-one (31) days of birth. For continued coverage beyond the thirty one (31) day period, we must receive a completed special enrollment application within thirty-one (31) days of birth, or within ten (10) days from the date the forms and instruction are issued, whichever is later (provided the enrollee has contacted CHP within the thirty-one (31) days grace period). An increase in premium may apply.

Policy holders with employee-only coverage:

Special Enrollment Options are available for newborn coverage. The coverage will be effective at the date of birth, upon receipt of the special enrollment application and required premium. This includes an adopted newborn or a newborn placed in Your physical custody, as long as we receive the court-approved adoption petition or placement documents within thirty-one (31) days of birth, or within ten (10) days from the date the forms and instruction are issued, whichever is later (provided the enrollee has contacted CHP within the thirty-one (31) days grace period).

Sincerely,

Cox HealthPlans, LLC.