

# VEHI

## Enrollment and Change Form

**Please submit this form to your Central Office for processing.**

Requested effective date ____/____/____
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### Section 1: EMPLOYER/EMPLOYEE INFORMATION

<b>Employer name:</b>		<b>Employee type:</b> <input type="checkbox"/> Licensed <input type="checkbox"/> Non-licensed <input type="checkbox"/> Confidential/Municipal <input type="checkbox"/> Private School/Other	
<b>Group/division #:</b> <small>(office use only)</small>		<b>Employment status:</b> <input type="checkbox"/> Active <input type="checkbox"/> Continuation (COBRA)	
<b>Health plan selection:</b> <input type="checkbox"/> Platinum <input type="checkbox"/> Gold <input type="checkbox"/> Gold CDHP <input type="checkbox"/> Silver CDHP			
<b>Health coverage type:</b> <input type="checkbox"/> Employee only <input type="checkbox"/> Employee/spouse (including party to a civil union/domestic partner) <input type="checkbox"/> Employee/child(ren) <input type="checkbox"/> Family			
<b>Health care spending account:</b> <input type="checkbox"/> Health Reimbursement Arrangement (HRA): all plans <input type="checkbox"/> Health Savings Account (HSA): For Public Schools Silver CDHP Only <input type="checkbox"/> None/Opt-out			
<b>Last name:</b>		<b>First name:</b>	<b>Social Security number ****(SSN):</b>
<b>Mailing address:</b>		<b>PCP name</b>	<b>NPI No.***</b>
<b>City:</b>		<b>State:</b>	<b>ZIP code:</b>
<b>Phone number:</b>		<b>Email address:</b>	
<b>Date of birth (DOB):</b>		<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Marital status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married/party to a civil union <input type="checkbox"/> Domestic Partner**

### Section 2: NEW ENROLLMENT (Check one, then go to SECTION 4)

<input type="checkbox"/> Open enrollment	<input type="checkbox"/> New hire/re-hire	<input type="checkbox"/> Continuation of coverage (COBRA)	<input type="checkbox"/> Refusal	<input type="checkbox"/> Spouse turning age 65
<input type="checkbox"/> Transferred from another VEHI plan    Transferring from member ID no.: _____				

### Section 3: CHANGE/CANCELLATION

<p><b>Change:</b></p> <p><input type="checkbox"/> Birth</p> <p><input type="checkbox"/> Adoption placement date ____/____/____</p> <p><input type="checkbox"/> Marriage/Civil Union</p> <p><input type="checkbox"/> Divorce</p>	<p><b>Effective date</b> ____/____/____</p> <p><input type="checkbox"/> Address change</p> <p><input type="checkbox"/> Name change</p> <p><input type="checkbox"/> PCP change</p> <p><input type="checkbox"/> Court ordered change**</p> <p><input type="checkbox"/> Loss of coverage**</p>	<p><b>Cancel:</b></p> <p><input type="checkbox"/> Voluntary cancel (signature required)</p> <p>_____ Proof of other insurance is required to complete this request if submitted outside of groups Open Enrollment period. Please include documentation when returning the form.</p> <p><input type="checkbox"/> Left employment (group benefits manager signature)</p> <p>_____</p> <p><input type="checkbox"/> Other (explain) _____</p>
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### Section 4: LIST ALL DEPENDENTS BELOW TO BE ADDED OR REMOVED

Dependent Information	**** Important note: SSN required for all members				Primary Care Provider (PCP) Information (required)	
<input type="checkbox"/> Add <input type="checkbox"/> Remove (Spouse/party to a civil union/domestic partner) Last Name                      First Name	SSN***	Gender:	PCP Name	NPI No.***		
	DOB	<input type="checkbox"/> Male <input type="checkbox"/> Female	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> resides outside of BCBSVT provider network (no PCP required)			
<input type="checkbox"/> Add <input type="checkbox"/> Remove Last Name                      First Name	SSN***	Gender:	PCP Name	NPI No.***		
	DOB	<input type="checkbox"/> Male <input type="checkbox"/> Female	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> resides outside of BCBSVT provider network (no PCP required)			
<input type="checkbox"/> Add <input type="checkbox"/> Remove Last Name                      First Name	SSN***	Gender:	PCP Name	NPI No.***		
	DOB	<input type="checkbox"/> Male <input type="checkbox"/> Female	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> resides outside of BCBSVT provider network (no PCP required)			
<input type="checkbox"/> Add <input type="checkbox"/> Remove Last Name                      First Name	SSN***	Gender:	PCP Name	NPI No.***		
	DOB	<input type="checkbox"/> Male <input type="checkbox"/> Female	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> resides outside of BCBSVT provider network (no PCP required)			
<input type="checkbox"/> Add <input type="checkbox"/> Remove Last Name                      First Name	SSN***	Gender:	PCP Name	NPI No.***		
	DOB	<input type="checkbox"/> Male <input type="checkbox"/> Female	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> resides outside of BCBSVT provider network (no PCP required)			

**Please see section 6 on page 2 for employee signature**

Employer name:	Employee name:
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### Section 5: OTHER INSURANCE INFORMATION

If you obtain health insurance coverage with us, will you or any of your dependents be covered with another health or dental insurance plan (including Medicare or Medicaid)?

**Yes**  **No**

<b>MEDICAL</b>	Insurance company (name and address)			<b>DENTAL</b>	Insurance company (name and address)		
	Policyholder name	Policy certificate no.	Group no.		Policyholder name	Policy certificate no.	Group no.
	Effective date		Type of coverage <input type="checkbox"/> 1-person <input type="checkbox"/> 2-person <input type="checkbox"/> Family		Effective date		Type of coverage <input type="checkbox"/> 1-person <input type="checkbox"/> 2-person <input type="checkbox"/> Family

### Section 6: SUBSCRIBER INFORMATION

I certify that the statements on this application and all information I've furnished is true and complete to the best of my knowledge. I authorize any health care provider to disclose to Blue Cross VT, or its designated agent, any information acquired in connection with my past or future care or treatment or that of any dependent named herein or hereafter added to my coverage. I understand that no right whatsoever is created by this application and that the same shall not be considered accepted unless and until the contract is actually issued by Blue Cross VT.

I UNDERSTAND THAT MY BENEFITS ARE GOVERNED BY THE PROVISIONS OF MY VEHI BENEFITS DESCRIPTION AND OUTLINE OF COVERAGE.

**SIGN HERE**

▶ **Employee's signature** \_\_\_\_\_ **Date** \_\_\_\_\_ ◀

#### FOR OFFICE USE ONLY

Email: asinbox@bcbsvt.com	Fax: (802) 371-3329	Mail: Blue Cross VT P.O. Box 186 Montpelier, VT 05601-0186
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If you are adding a dependent child, age 26 or older, contact customer service at (800) 344-6690 (TTY/TDD: 711) for further instructions.

- \* = Includes Party to a Civil Union or Domestic partner
- \*\* = Additional Documentation Required
- \*\*\* = See our "Find-a-Doctor" tool at [bluecrossvt.org/find-doctor](http://bluecrossvt.org/find-doctor)
- \*\*\*\* = SSN required for all members (Federal mandate requires the collection of SSN).



An Independent Licensee of the Blue Cross and Blue Shield Association.

# Disclaimers

[bluecrossvt.org](http://bluecrossvt.org)



# DISCLAIMERS

## **General Exclusions**

While your health plan covers a broad array of necessary services and supplies, it doesn't cover every possible medical expense. If you would like to review the list of general exclusions before enrolling, visit **[bluecrossvt.org/contracts](https://bluecrossvt.org/contracts)**, click on the plan in which you are enrolling and read the chapter entitled "General Exclusions." Once you enroll, you will receive an Outline of Coverage and a link to your Certificate of Coverage. Please read both carefully as they govern your specific benefits.

## **How We Protect Your Privacy**

The law requires us to maintain the privacy of your health information by using or disclosing it only with your authorization or as otherwise allowed by law. You may find information about our privacy practices at **[bluecrossvt.org/privacypolicies](https://bluecrossvt.org/privacypolicies)**.

## **NOTICE: Discrimination is Against the Law**

Blue Cross<sup>®</sup> and Blue Shield<sup>®</sup> of Vermont (Blue Cross VT) and its affiliate The Vermont Health Plan (TVHP) comply with applicable federal and state civil rights laws and do not discriminate, exclude people or treat them differently on the basis of race, color, national origin, age, disability, gender identity or sex, ethnicity, sexual orientation, or HIV-status.

Blue Cross VT provides free aids and services to people with disabilities to communicate effectively with us. We provide, for example, qualified sign language interpreters and written information in other formats (e.g., large print, audio or accessible electronic format).

Blue Cross VT provides free language services to people whose primary language is not English. We provide, for example, qualified interpreters and information written in other languages.

If you need these services, contact  
**[civilrightscoordinator@bcbsvt.com](mailto:civilrightscoordinator@bcbsvt.com)**.

If you believe that Blue Cross VT has failed to provide these services or discriminated in another way based on race, color, national origin, age, disability, gender identity or sex, ethnicity, sexual orientation, or HIV-Status, you can file a grievance with: Kienan D. Christianson, Civil Rights Coordinator, P.O. Box 186, Montpelier, VT 05601-0186, call (800) 247-2583 (TTY/TTD: 711), fax (802) 229-0511, or email **[civilrightscoordinator@bcbsvt.com](mailto:civilrightscoordinator@bcbsvt.com)**. You can file a grievance in person, by mail, via fax, or by email. If you need help filing a grievance, Kienan D. Christianson, Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically or through the Office for Civil Rights Complaint Portal, available at **<https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>**, or by mail or phone at:

U.S. Department of Health and Human Services  
200 Independence Avenue, SW Room 509F,  
HHH Building Washington, D.C. 20201  
1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at  
**<https://www.hhs.gov/ocr/complaints/index.html>**

**For free language-assistance service,  
call (800) 247-2583 (TTY/TTD: 711).**

ARABIC

للحصول على خدمات المساعدة اللغوية المجانية ، اتصل  
2583 247 (800) (TTY/TTD: 711).

lilhusul ealaa khadmat almusaeadat  
allughawiat almajaaniat, atasal  
(800) 247-2583 (TTY/TTD: 711).

CHINESE

如需免费语言协助服务，请致电，  
(800) 247-2583 (TTY/TTD: 711).

Rú xū miǎnfèi yǔyán xiézhù fúwù, qǐng  
zhìdiàn (800) 247-2583 TTY/TTD: 711).

CUSHITE (OROMO)

Tajaajila gargaarsa afaanii bilisaa  
argachuuf, (800) 247-2583  
(TTY/TTD: 711) bilbili.

FRENCH

Pour des services d'assistance  
linguistique gratuits, appelez le  
(800) 247-2583 (TTY/TTD: 711).

GERMAN

Für kostenlose  
Sprachunterstützungsdienste rufen Sie  
(800) 247-2583 (TTY/TTD: 711) an.

ITALIAN

Per i servizi di assistenza linguistica gratuiti, chiamare il numero (800) 247-2583 (TTY/TTD: 711).

JAPANESE

無料の言語支援サービスについては、  
(800) 247-2583 (TTY/TTD: 711).

Muryō no gengo shien sābisu ni tsuite wa, (800) 247-2583 (TTY/TTD: 711) made o denwa kudasai.

NEPALI

निःशुल्क भाषा-सहायता सेवाहरूको लागि, कल गर्नुहोस्, (800) 247-2583 (TTY/TTD: 711). Niḥśulka bhāṣā-sahāyatā sēvāharūkō lāgi, kala garnuhōs (800) 247-2583 (TTY/TTD: 711).

PORTUGUESE

Para serviços gratuitos de assistência linguística, ligue para (800) 247-2583 (TTY/TTD: 711).

RUSSIAN

Чтобы получить бесплатную языковую помощь, позвоните по телефону (800) 247-2583 (TTY/TTD: 711).



SERBO-CROATIAN (SERBIAN)	За бесплатне услуге језичке помоћи позовите (800) 247-2583 (TTY/TTD: 711). Za besplatne usluge jezičke pomoći pozovite (800) 247-2583 (TTY/TTD: 711).
SPANISH	Para servicios gratuitos de asistencia lingüística, llame al (800) 247-2583 (TTY/TTD: 711).
TAGALOG	PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa (800) 247-2583 (TTY/TTD: 711).
THAI	สำหรับบริการช่วยเหลือด้านภาษาฟรี โทร,(800) 247-2583 (TTY/TTD: 711). Sǎ̄hr̄ab brikār ch̄wȳhel̄ūx dān phās'ā frī thor (800) 247-2583 (TTY/TTD: 711).

UKRAINIAN

Щоб отримати безкоштовні мовні послуги, телефонуйте

(800) 247-2583 (TTY/TTD: 711).

Shchob otrymaty bezkoshtovni movni posluhy, telefonuyte

(800) 247-2583 (TTY/TTD: 711)

VIETNAMESE

Đối với các dịch vụ hỗ trợ ngôn ngữ miễn phí, hãy gọi

(800) 247-2583 (TTY/TTD: 711).