

# Small Business Employee Enrollment Form/Waiver of Coverage

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## Instructions

Complete the information requested in each section according to the guidelines provided below. Please be thorough and fill out all sections that apply. Submit the completed enrollment form to your employer for processing.

### Section A: Employee Information

- Please complete all information requested;
- If enrolling in a UnitedHealthcare of California HMO plan, you must select a Primary Care Physician (PCP). Select a PCP from the *Provider Directory* for yourself and each of your family members by writing the PCP name and Provider Number in the area provided. You may choose a different PCP for each member of your family.

PCP selection is only required if a UnitedHealthcare SignatureValue™ (HMO), UnitedHealthcare SignatureValue™ Advantage, SignatureValue™ Harmony, UnitedHealthcare SignatureValue™ Alliance, or UnitedHealthcare SignatureValue™ Focus plan is selected. If you do not select a PCP when selecting one of these plans, a PCP will be automatically assigned to you.

- If enrolling in a Dental HMO Plan, select a Primary Care Dentist (PCD) from the Dental Provider Directory for yourself and each of your family members. Write the PCD name and Provider Number in the area provided. You may choose a different Primary Care Dentist for each enrolling member, however PCDs cannot be automatically assigned and are only required for the Dental HMO plans.

### Section B: Dependent Information

- Complete all information for each enrolling dependent, including any enrolling dependent's Social Security number.
- For each dependent enrolling in a UnitedHealthcare of California HMO Plan, select a Primary Care Physician (PCP) from the *Provider Directory* by writing the PCP name and Provider Number in the area provided. You may choose a different PCP for each member in your family. If you do not select a PCP when selecting one of these plans, a PCP will be automatically assigned to you.
- For each dependent enrolling in a Dental HMO Plan, select a Primary Care Dentist from the Dental Provider

Directory. Write the PCD name and Provider Number in the area provided. You may choose a different Primary Care Dentist for each enrolling member, however PCDs cannot be automatically assigned and are only required for the Dental HMO plans.

- Verify that spousal and domestic partner coverage is available through your Employer.
- Dependents are covered to age 26 and no full-time student status is required.

### Section C: Product Selection

- Benefit offerings are dependent on your employer selections. Check with your employer for available plan options being offered to you.
- Check the box for each plan in which you or your dependents are enrolling.
- All enrolling family members must select the same medical and dental plan.
- When selecting a UnitedHealthcare or UnitedHealthcare Benefits Plan of California medical plan, write the three-digit or four-digit plan code of your selection in the space provided. For example: Plan Code **GN-3**.
- When selecting a UnitedHealthcare of California (HMO) plan, write the description of the plan you selected. For example: **UnitedHealthcare SignatureValue™ 20-40/250d**.

### Section D: Other Medical Insurance/Health Plan Coverage Information

- If you, your spouse/domestic partner, or any dependent will be covered under any other medical insurance plan/health plan, including Medicare, on the day this insurance/health plan coverage begins, please complete this section. If no other medical plan/coverage exists, please indicate by checking NO.

**Section E: Waiver of Coverage**

- You can waive the health care services coverage provided through your employer for yourself and/or any of your family members. If waiving coverage for yourself and/or any family member, a signature is required in this section. Please read the entire section carefully, sign and date in ink, and return the form to your employer for processing.

**Section F: Application Signature**

- Review this section carefully, sign and date.

**Section G: Binding Arbitration – Applicable to UnitedHealthcare of California (HMO) Enrollees Only**

- Review this section carefully, sign and date.

**Section H: Census Information**

- Check all boxes that apply. The information collected in this section will only be used to help communicate with enrollees and inform them of specific programs to enhance their well-being. This information will not be used in the eligibility process.

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**Employer Instructions**

Complete the top section of the Employee Enrollment Form and confirm all required information has been completed by the employee. Submit enrollment/eligibility changes and terminations, based on the plan in which the employee is enrolling:

**Fax to 1-866-372-1316 or online:**

Select, Select Plus, Core, Navigate, Non-Differential PPO, and HSA Medical, Dental, Vision and Life – [www.employerservices.com](http://www.employerservices.com)

SignatureValue, SignatureValue Advantage, Focus, Harmony, and Alliance Medical Only – [www.uhc.com](http://www.uhc.com) (Employer tab)

For new business groups or additional questions, contact your broker or local UnitedHealthcare sales office.

**CALIFORNIA**  
**Small Business**  
**Employee Enrollment Form**

(DO NOT STAPLE)



**UnitedHealthcare Insurance Company**  
**UnitedHealthcare of California**  
**UnitedHealthcare Benefits Plan of California**

To speed the enrollment process, please be thorough and fill out all sections that apply.

<b>To Be Completed by Employer</b>		Group Name/Number	
Requested Effective Date of Insurance/Health Plan Coverage/ Date of Change / /	Reason for Application		Employee Type (check all that apply) <input type="checkbox"/> Active <input type="checkbox"/> Union <input type="checkbox"/> Non-Union <input type="checkbox"/> Retired <input type="checkbox"/> Hourly <input type="checkbox"/> Salary <input type="checkbox"/> Other <input type="checkbox"/> COBRA <input type="checkbox"/> Cal-COBRA Start Date ___/___/___ End Date ___/___/___
	<input type="checkbox"/> New Group Plan <input type="checkbox"/> New Hire <input type="checkbox"/> Dependent Add/Delete <input type="checkbox"/> Annual Open Enrollment <input type="checkbox"/> Change Name/Address <input type="checkbox"/> Late Enrollee <input type="checkbox"/> Termination Date: ___/___/___ <input type="checkbox"/> Waiving Coverage (Complete Sections A and E) <input type="checkbox"/> Life Event/Date _____ <input type="checkbox"/> Status Change _____ <input type="checkbox"/> Other _____		
Date of Hire / /	Position/Title		Indicate Qualifying Event _____
Hours Worked Per Week			Original Qualifying Event Date Start Date ___/___/___ End Date ___/___/___

<b>A. Employee Information</b>		<b>Complete All Sections</b> If you are waiving coverage, please complete only Sections A and E			
Last Name	First Name	MI	Social Security Number	Home Phone/Cell	
Address		Apt #	City	State	ZIP Code
Date of Birth / /	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Domestic Partner	Have you or your dependents ever been a UnitedHealthcare member? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Preferred Language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Korean <input type="checkbox"/> Other _____					
Primary Care Physician <sup>1</sup> Name: _____ Address: _____ ID# _____ Existing Patient Medical <input type="checkbox"/> Yes <input type="checkbox"/> No			Primary Care Dentist <sup>2</sup> Name: _____ ID#: _____ Existing Patient Dental <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>B. Dependent Information</b>		<b>List All Enrolling (attach sheet if necessary)</b>		
Name (Last, First, M)		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Relationship <sup>3</sup> Spouse/ Domestic Partner	Date of Birth ___/___/___
Social Security Number       -		Preferred Language <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Korean <input type="checkbox"/> Other _____		
Address (if different from Employee)		Primary Care Physician <sup>1</sup> Name: _____ Address: _____ ID# _____ Existing Patient Medical <input type="checkbox"/> Yes <input type="checkbox"/> No		
Primary Care Physician <sup>1</sup> Name: _____ Address: _____ ID# _____ Existing Patient Medical <input type="checkbox"/> Yes <input type="checkbox"/> No		Primary Care Dentist <sup>2</sup> Name: _____ ID#: _____ Existing Patient Dental <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name (Last, First, M)		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Relationship <sup>3</sup> Dependent	Date of Birth ___/___/___
Social Security Number       -		Please check box when selecting HMO health plan coverage: Permanently disabled and age 26 or older <sup>4</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address (if different from Employee)		Preferred Language <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Korean <input type="checkbox"/> Other _____		
Primary Care Physician <sup>1</sup> Name: _____ Address: _____ ID# _____ Existing Patient Medical <input type="checkbox"/> Yes <input type="checkbox"/> No		Primary Care Dentist <sup>2</sup> Name: _____ ID#: _____ Existing Patient Dental <input type="checkbox"/> Yes <input type="checkbox"/> No		

IMPORTANT: (1) Please use the UnitedHealthcare Provider Directory to select a Primary Care Physician for yourself and each of your covered dependents for products requiring a Primary Care Physician designation. (2) Please use the Dental Directory to select a Primary Care Dentist for yourself and each of your covered dependents for products requiring a Primary Care Dentist designation. (3) For court-ordered dependent, legal documentation must be attached. (4) Applicable to HMO health plan coverage selection: If you answered "Yes" for Disabled and the dependent child is 26 years of age or older, unmarried, chiefly dependent upon subscriber for support and is not able to be self-supporting because of a physically or mentally disabling injury, illness or condition, please attach a medical certification of disability.  
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**B. Dependent Information (continued)**

Name (Last, First, M) <hr/> Social Security Number         -       -             <hr/> Address (if different from Employee) <hr/> Primary Care Physician <sup>1</sup> Name: _____ Address: _____ ID# _____ Existing Patient Medical <input type="checkbox"/> Yes <input type="checkbox"/> No	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Relationship <sup>3</sup> Dependent	Date of Birth ____/____/____
Please check box when selecting HMO health plan coverage: Permanently disabled and age 26 or older <sup>4</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No Preferred Language <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Korean <input type="checkbox"/> Other _____			
Primary Care Physician <sup>1</sup> Name: _____ Address: _____ ID# _____ Existing Patient Medical <input type="checkbox"/> Yes <input type="checkbox"/> No	Primary Care Dentist <sup>2</sup> Name: _____ ID#: _____ Existing Patient Dental <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>C. Product Selection</b>	Please check the box for each plan you or your dependents are enrolling in. Benefit offerings are dependent on employer selections.			
				<b>Medical Plan and Dental Plan Selection – Write in the Plan Code or Description of Medical and Dental plan in which you wish to enroll.</b>
Person	Medical	Dental	Vision	
Employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical Plan Code/Description: _____
Spouse/Domestic Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dental Plan Code/Description: _____
Dependents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**D. Other Medical Insurance/Health Plan Coverage Information** **This section must be completed. (Attach sheet if necessary.)**

On the day this insurance/health plan coverage begins, will you, your spouse/domestic partner or any of your dependents be covered under any other medical insurance/health plan coverage, including another UnitedHealthcare plan or Medicare?

YES (continue completing this section)     NO (If NO, then skip the rest of the Other Medical Insurance/Health Plan Coverage section.)

Name of other carrier \_\_\_\_\_

Other Group Medical Insurance/Health Plan Coverage Information (only list those covered by other plan)	Type (B/S/F) <sup>†</sup>	Effective Date MM/DD/YY	End Date MM/DD/YY	Name and date of birth of policyholder/covered employee for other insurance/health plan coverage
Employee:		/ /	/ /	
Spouse/Domestic Partner Name:		/ /	/ /	
Dependent:		/ /	/ /	
Dependent:		/ /	/ /	
Dependent:		/ /	/ /	

<sup>†</sup>B. Enter 'B' when this dependent is covered under both you and your spouse's insurance/health plan coverage (married).  
 S. Enter 'S' if you are the parent awarded custody of this dependent and no other individual is required to pay for this dependent's medical expenses.  
 F. Enter 'F' if this dependent is covered by another individual (not a member of your household) required to pay for this dependent's medical expenses.

Coverage provided by "UnitedHealthcare and Affiliates":  
**Check appropriate box(s) for coverage(s) selected:**  
 Medical  UnitedHealthcare Insurance Company or  UnitedHealthcare Benefits Plan of California (Insurance Products: Navigate, Choice/Select, Choice Plus/Select Plus, Core, Non-Diff, Doctors Plan)  
 Medical  UnitedHealthcare of California (HMO)  
 Dental  UnitedHealthcare Insurance Company or  Dental Benefit Providers of California, Inc.  
 Vision  UnitedHealthcare Insurance Company  
 Administrative services provided by United Healthcare Services, Inc., OptumRx, Inc. or OptumHealth Care Solutions, Inc. Behavioral health products by U.S. Behavioral Health Plan, California (USBHPC) or United Behavioral Health (UBH).  
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**D. Other Medical Insurance/Health Plan Coverage Information (continued)**

If you and/or an enrolling dependent are enrolled in Medicare, complete this section (attach additional sheets if necessary):

Medicare – Employee/Spouse/Domestic Partner/Dependent Name: \_\_\_\_\_

Medicare ID# \_\_\_\_\_ (Please attach a copy of your Medicare ID card.)

- Enrolled in Part A: Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_  Ineligible for Part A\*  Not Enrolled in Part A (chose not to enroll)  
 Enrolled in Part B: Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_  Ineligible for Part B\*  Not Enrolled in Part B (chose not to enroll)  
 Enrolled in Part D: Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_  Ineligible for Part D\*  Not Enrolled in Part D (chose not to enroll)  
 Disabled  Disabled but actively at work

Reason for Medicare eligibility:  Over 65  Kidney Disease  Disabled  Disabled but actively at work

Are you receiving Social Security Disability Insurance (SSDI)?  YES  NO Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Only check "Ineligible" if you have received documentation from your Social Security benefits that indicate that you are not eligible for Medicare.

**E. Waiver of Coverage** Complete only if you are waiving coverage for yourself and/or any family member.

I decline all coverage for:	Medical	Dental	Vision	Declining coverage reason:
Myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Spouse's Employer's Plan <input type="checkbox"/> Individual Plan <input type="checkbox"/> COBRA/ Cal-COBRA AB1401 <input type="checkbox"/> California Health Benefit Exchange from Prior Employer <input type="checkbox"/> Covered by Medicare <input type="checkbox"/> Medicaid <input type="checkbox"/> Tri-Care <input type="checkbox"/> VA Eligibility <input type="checkbox"/> I (we) have no other coverage at this time <input type="checkbox"/> Other _____
Spouse/Domestic Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependent Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Myself and all dependents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I acknowledge that the available coverages have been explained to me by my employer and I know that I have been given the right and have been given the chance to apply for coverage. I have decided not to enroll myself and/or my dependent(s), if any.

I now decline to enroll myself, my spouse/domestic partner and/or my dependent(s) in my employer health plan. I have made this decision voluntarily, and no one has tried to influence me or put any pressure on me to decline coverage. **I ACKNOWLEDGE THAT MY DEPENDENTS AND I MAY HAVE TO WAIT UP TO TWELVE (12) MONTHS TO BE ENROLLED IN THE GROUP MEDICAL PLAN. THE WAIT OF UP TO TWELVE (12) MONTHS WILL NOT APPLY IF I AND/OR MY DEPENDENTS ARE ENTITLED TO AN OFF-CYCLE ENROLLMENT PERIOD DUE TO CERTAIN CHANGED CIRCUMSTANCES (E.G., ACQUISITION OF A DEPENDENT OR LOSS OF OTHER COVERAGE THROUGH A DEPENDENT.)**

The wait of up to twelve (12) months will not apply if:

1. I certify at the time of initial enrollment that the coverage under another employer health benefit plan, Healthy Families Program, or no share-of-cost Medi-Cal coverage was the reason for declining enrollment, and I lose coverage under that employer health benefit plan, Healthy Families Program, Access for Infants and Mothers (AIM) Program, Covered California, California's Health Benefit Exchange; or no share-of-cost Medi-Cal;
2. My employer offers multiple health benefit plans and I elected a different plan during an open enrollment period;
3. A court orders that I provide coverage under this plan for a spouse or child;
4. I have a new dependent as a result of marriage, domestic partnership, birth, adoption or placement for adoption and if enrollment is requested within 60 days after the marriage, domestic partnership, birth, adoption or placement for adoption;
5. I or my eligible dependents lose health care coverage due to a qualifying event such as loss of employment for any reason other than gross misconduct, reduction of employment hours, death or entitlement to Medicare.

If I am declining enrollment for myself and/or my dependent(s) (including my spouse/domestic partner) because of other health insurance or group health plan coverage, I must request enrollment within 60 days after the other coverage ends (or after the employer stops contributing toward the other coverage).

Please examine your options carefully before declining this coverage.

Employee Signature (only if waiving coverage for self and/or dependents)	Date
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**F. Application Signature**

I understand that I am completing a health application and, to the best of my knowledge, that each response is complete and accurate. I (we) request the indicated group medical coverage. I authorize any required premium contributions to be deducted from my earnings. I (we) understand that UnitedHealthcare is not bound by any statements I (we) have made to any agent or to any other persons, if those statements are not written or printed on this application and any attachments. Please maintain a copy of this authorization for your records.

Please note that if UnitedHealthcare can demonstrate you committed an act or practice that constituted fraud, or an intentional misrepresentation of a material fact, UnitedHealthcare may rescind your coverage. UnitedHealthcare will issue a written notice via regular certified mail at least 30 days prior to the effective date of the rescission explaining the basis for the decision of rescission and your appeal rights. No agreement /policy will be rescinded after 24 months following the issuance of the agreement/policy. In addition, in the event it is found you committed an act or practice that constituted fraud, or an intentional misrepresentation of a material fact, UnitedHealthcare may cancel your coverage, as permitted by law.

Employee Signature (if applying for coverage)	Employee Name (please print)	Date
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**G. Census Information**

NOTE: Data collected in this section will be used only to help communicate with enrollees and inform them of specific programs to enhance their well-being. This information will not be used in the eligibility process.

1. Race, check all that apply: <input type="checkbox"/> White <input type="checkbox"/> Black, African-American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Other Race, please specify _____
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**CALIFORNIA LAW PROHIBITS AN HIV TEST FROM BEING REQUIRED OR USED BY HEALTH CARE SERVICE PLANS AND INSURANCE COMPANIES AS A CONDITION OF OBTAINING COVERAGE.**