



# New Jersey Small Group Enrollment/Change Request

## Aetna Health Inc.

### Aetna Life Insurance Company

#### Employer Group Information - To Be Completed by Employer

Group Name			
HMO Only - Group No.	Class Code		
PPO Only - Control No.	Suffix	Account No.	Plan No.

#### A. Type of Activity - To Be Completed by Employer Refer to instructions on back before completing this form. Print clearly.

<b>1. Enrollment</b> <input type="checkbox"/> New Enrollee/Subscriber Effective Date / / Date of Hire / /	<b>2. Change</b> - Check all that apply. <input type="checkbox"/> Add Spouse <input type="checkbox"/> Add Dependent Child <input type="checkbox"/> Name Change <input type="checkbox"/> Change Plan <input type="checkbox"/> Other <input type="checkbox"/> Add/Change Office ID Numbers: Primary	Date of Event / / / / / / / / / /	Reason _____ _____ _____ _____ _____
<b>3. Remove or Terminate</b> Check all that apply. <input type="checkbox"/> Remove Spouse* Effective Date / / Reason _____ <input type="checkbox"/> Remove Dependent Child* / / _____ <input type="checkbox"/> Employee Withdrawal/Termination / / _____ NOTE: Employee must be enrolled for spouse/dependent(s) to have coverage. * Please complete Add/Change/Remove and Name columns in Section D.		<b>4. Continuation of Coverage, i.e., COBRA, State, Total Disability</b> - Not all options are available or applicable. Contact Employer for available options. Coverage For: <input type="checkbox"/> Employee <input type="checkbox"/> Dependents Length of Continuation: <input type="checkbox"/> 12 mos <input type="checkbox"/> 18 mos <input type="checkbox"/> 29 mos <input type="checkbox"/> 36 mos <input type="checkbox"/> Total Disability* Date of Loss of Coverage: / / Date of Qualifying Event: / / *Attach proof of total disability.	

#### B. Employee Information - Complete Sections B - H.

Social Security Number	Last Name, First Name, M.I.		Home Telephone ( )
Home Address	Apt. No.	City, State	ZIP Code
Employer Name			Work Telephone ( )
Work Address	City, State		ZIP Code
Date of Employment	Hours Worked Per Week		

#### C. Plan Option - Your selection must be offered by your employer.

**1. Medical - Check One:**

<input type="checkbox"/> NJ HMO: <input type="checkbox"/> Plan 1 <input type="checkbox"/> Plan 2 <input type="checkbox"/> Plan 3 <input type="checkbox"/> Plan 4	<input type="checkbox"/> State Mandated Plans: - NJ HMO: <input type="checkbox"/> \$5 Plan <input type="checkbox"/> \$10 Plan <input type="checkbox"/> \$15 Plan <input type="checkbox"/> \$20 Plan <input type="checkbox"/> \$30 Plan
<input type="checkbox"/> NJ HMO No-Referral: <input type="checkbox"/> Plan 1 <input type="checkbox"/> Plan 2 <input type="checkbox"/> Plan 3 <input type="checkbox"/> Plan 4	- NJ Indemnity: <input type="checkbox"/> Plan A1 <input type="checkbox"/> Plan A2 <input type="checkbox"/> Plan B <input type="checkbox"/> Plan C <input type="checkbox"/> Plan D <input type="checkbox"/> Plan E1 <input type="checkbox"/> Plan E2
<input type="checkbox"/> NJ Cost-Sharing HMO: <input type="checkbox"/> Plan 1 <input type="checkbox"/> Plan 2 <input type="checkbox"/> Plan 3	<input type="checkbox"/> Other Plan _____
<input type="checkbox"/> NJ POS No-Referral: <input type="checkbox"/> Plan 1 <input type="checkbox"/> Plan 2 <input type="checkbox"/> Plan 3 <input type="checkbox"/> Plan 4 <input type="checkbox"/> Plan 5 <input type="checkbox"/> Plan 6	
<input type="checkbox"/> Out-of-Region PPO Plan: <input type="checkbox"/> \$250 (High) <input type="checkbox"/> \$500 (Medium) <input type="checkbox"/> \$1000 (Low)	

#### D. Individuals Covered - List individuals for whom you are adding/changing/removing coverage. Attach sheet to list additional children. Attach proof if full-time college student.

	(A)dd (C)hange (R)emove	Last Name, First Name, M.I.	Sex		Birthdate MM DD YYYY	Social Security Number	Other Rx Drug Coverage	Other Health Coverage	Previous Coverage Check if "Yes"	Primary Office ID Number	Current Patient
			M	F							
Employee			<input type="checkbox"/>	<input type="checkbox"/>	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Spouse			<input type="checkbox"/>	<input type="checkbox"/>	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child			<input type="checkbox"/>	<input type="checkbox"/>	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child			<input type="checkbox"/>	<input type="checkbox"/>	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Child			<input type="checkbox"/>	<input type="checkbox"/>	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>



## Instructions

### Employer

- Complete the **Employer Group Information** in the upper right corner of the form.
- **Section A - Type of Activity:** Check box(es) indicating reason(s) for submitting application.
- Complete **Section I - Employer Verification** in the lower right corner of the form.
  - Employer must complete this section for all new enrollments, coverage changes and terminations.
  - Employer must sign and date the Enrollment/Change Request Form in order for it to be processed.

### Employee - Complete Sections B - H.

#### Section B - Employee Information:

Complete **all** information in order for your application to be processed.

#### Section C - Plan Option:

- Check one Plan Option box for Medical coverage(s) (where applicable).
- Select only an option offered by your employer.

#### Section D - Individuals Covered:

- Add/Change/Remove - Use "A", "C", or "R" to indicate whether you are adding, changing or removing coverage for an individual.
- Print your full name along with the name(s) of your dependent(s), if applicable. Indicate Sex, Birthdate, and Social Security Number for each individual listed.
- If a dependent is a full-time college student, you **must** attach a current course schedule or a letter from the school confirming full-time student status (12 or more credits). If a dependent is disabled and being continued beyond the limiting age, attach proof of disability.
- If you or your dependent(s) have other Health or Rx drug coverage, check off the "Yes" box(es) and complete Section F - Other/Previous Insurance.
- From the appropriate provider directory, locate the **6-digit** office ID number for the primary care physician and/or dentist (if applicable). Indicate office ID number selection(s) on the form.
- If you are a current patient, please check the "Current Patient" box.

#### Section E - Pre-Existing Conditions Statement:

Complete this section for all new enrollments. **Exceptions** for Small Employer Group coverage, this section must be completed only by persons enrolling for coverage in a group of 2 - 5 employees, and by late entrants.

#### Section F - Other/Previous Insurance:

Complete this section for all new enrollments or coverage changes. Coverage includes group coverage, governmental coverage, a church plan or Medicare.

#### Section G - Dependent Information:

Complete this section for all new enrollments or coverage changes.

#### Section H - Employee Signature:

- Complete this section for all new enrollments, coverage changes and terminations.
- Employee must sign and date the Enrollment/Change Request Form in order for it to be processed.

#### Section I - Employer Verification:

- Employer must complete this section for all new enrollments, coverage changes and terminations.
- Employer must sign and date the Enrollment/Change Request Form in order for it to be processed.

## Conditions of Enrollment

### Applicant Acknowledgments and Agreements

On behalf of myself and the dependents listed on the reverse side, I agree to or with the following:

1. a) I authorize the sources stated below to give to Aetna Health Inc. and/or Aetna Life Insurance Company, or any consumer reporting agency acting on its behalf, information about me and my minor children, if applying for coverage. Such information will pertain to employment, other health coverage, and medical advice, treatment or supplies for any physical or mental condition. Authorized sources are any physician or medical professional; any hospital, clinic or other medical care institution; any carrier; any consumer reporting agency; any employer.  
b) I understand that I may revoke this authorization at any time. I agree that such revocation will not affect any action which Aetna Health Inc. and/or Aetna Life Insurance Company has taken in reliance on the authorization. I understand this authorization will not be valid after 30 months, if not revoked earlier.  
c) I know that I have a right to receive a copy of the authorization if I request one.  
d) I agree that a photocopy of this authorization is as valid as the original.
2. I acknowledge by enrolling in an Aetna plan, coverage is provided by Aetna Health Inc. and/or Aetna Life Insurance Company in accordance with the contract.
3. Enrollment of myself and of the listed dependents into the plan is effective on acceptance by Aetna Health Inc. and/or Aetna Life Insurance Company.
4. Coverage and benefits are contingent on timely payment of premiums and may be terminated as provided in the plan documents. My employer is hereby authorized to withhold payments from my wages, as appropriate.

### Misrepresentation

5. Any person who includes any false or misleading information on an Enrollment/Change Request Form for a health benefits plan is subject to criminal and civil penalties.

