

NOTE: Before submitting this completed form to your employer, you may wish to protect the confidentiality of your health information by taping or stapling the form so that health information is not visible.



Pennsylvania Employee Enrollment/Change Form (51-100 Eligible Employees)

Group Number
Member Aetna ID Number (if available)

INSTRUCTIONS: You, the employee, must complete this enrollment form in full or it will be returned to you resulting in a delay in processing. You are solely responsible for its accuracy and completeness. **If waiving coverage, please complete Sections A and B.**

Company Name				
Effective Date	<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire/Reinstatement	<input type="checkbox"/> Change of Coverage <input type="checkbox"/> Add Spouse/Domestic Partner	<input type="checkbox"/> Employee Termination <input type="checkbox"/> Remove Spouse/Domestic Partner	<input type="checkbox"/> COBRA for: <input type="checkbox"/> Employee <input type="checkbox"/> Dependent Length of Continuation: <input type="checkbox"/> 18 <input type="checkbox"/> 36 <input type="checkbox"/> Other _____
Date of Hire	<input type="checkbox"/> New Group Enrollment <input type="checkbox"/> Late Enrollment <input type="checkbox"/> Waiver <input type="checkbox"/> Open Enrollment <input type="checkbox"/> Other _____	<input type="checkbox"/> Add Dependent Child <input type="checkbox"/> Name Change <input type="checkbox"/> Other _____	<input type="checkbox"/> Remove Dependent Child <input type="checkbox"/> Cancel Coverage	Original Qualifying Event Date _____ Qualifying Event _____

A. Employee Information - Must be completed by the employee.

Last Name, First Name, M.I.			Job Title	
Home Address	Apt. No.	City, State	ZIP Code	
Work Address		City, State	ZIP Code	
Home Telephone () -	Work Telephone () -	Primary Language Spoken (Optional)	No. of Hours Worked Per Week	
Salary \$	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	Check One	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> 1099 <input type="checkbox"/> Retired <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Union <input type="checkbox"/> COBRA	

B. Waiver of Coverage – To be completed if medical and/or dental coverage is declined or refused by an eligible employee and/or their eligible family members.

I understand I am eligible to apply for this coverage through my employer; however, I am waiving coverage as noted below.		
<input type="checkbox"/> Medical declined for: <input type="checkbox"/> Myself <input type="checkbox"/> Spouse/Domestic Partner <input type="checkbox"/> Child(ren) <input type="checkbox"/> Dental declined for: <input type="checkbox"/> Myself <input type="checkbox"/> Spouse/Domestic Partner <input type="checkbox"/> Child(ren)	Reason for Declining Coverage <input type="checkbox"/> Spouse/Domestic Partner group coverage <input type="checkbox"/> Parental group coverage <input type="checkbox"/> COBRA coverage <input type="checkbox"/> Medicare <input type="checkbox"/> Medicaid <input type="checkbox"/> Retiree coverage <input type="checkbox"/> Another group plan provided by my employer <input type="checkbox"/> Insurance through another job <input type="checkbox"/> Individual coverage - On or Off Exchange <input type="checkbox"/> TRICARE Military coverage <input type="checkbox"/> Do not want <input type="checkbox"/> Other _____	
I acknowledge I have been given the right to apply for this coverage; however, I am electing not to enroll. By declining this group coverage I acknowledge that I and/or my dependents may have to wait until the plan's next anniversary date to be enrolled for group coverage.		
Please sign here ONLY if you are declining coverage for yourself or your dependent(s).		Date (Month/Day/Year)
X Employee Signature		

C. Coverage Selection – Please print clearly, using black ink. (Top boxes for Employer/Aetna-Use Only.)

Control/Group No.	Suffix	Account	Plan No.	Class Code
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1. Medical Yes No *To enroll, check one and enter the plan option elected following the plan type below.*

PA QPOS – Plan Option: _____ Rx Option: _____

PA Health Network Option – Plan Option: _____ Rx Option: _____

PA Health Network Option HSA Compatible – Plan Option: _____

PA Health Network Option AHF HRA – Plan Option: _____

PA PPO – Plan Option: _____ Rx Option: _____

PA PPO HSA Compatible – Plan Option: _____

PA OAMC – Plan Option: _____

PA Indemnity – Plan Option: _____

Other Plan – Plan Option: _____

Control/Group No.	Suffix	Account	Plan No.	
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2. Dental Yes No *To enroll, enter the plan number and name elected below.*

Contributory Plans: Plan Number _____ Plan Name: _____ If FOC, choose: DMO® or PPO

Voluntary Plans: Plan Number _____ Plan Name: _____ If FOC, choose: DMO® or PPO

Before today, were you covered under this employer’s dental plan? Yes No

3. Life and Disability See specific employee application for Life and Disability coverage.

D. Individuals Covered - List individuals for whom you are enrolling or adding/changing/removing coverage. Insert additional sheets if necessary and staple to the back of this application. NOTE FOR MEDICAL AND DENTAL COVERAGE: While the Federal Patient Protection and Affordable Care Act mandates coverage of dependent children up to age 26, your plan may allow coverage beyond age 26 for medical plans and some dental plans. Some exceptions apply. Please refer to your plan documents or contact your benefits administrator.

1	(A)dd (C)hange ___ (R)emove	Employee Name (Last, First, M.I.)	Sex (M/F)	Social Security Number	
	Birthdate (MM/DD/YYYY) / /	Coverage Election <input type="checkbox"/> Medical <input type="checkbox"/> Dental	PCP Provider ID Number	Current Patient Yes <input type="checkbox"/>	Dental Office ID Number Current Patient Yes <input type="checkbox"/>
2	(A)dd (C)hange ___ (R)emove	Name (Last, First, M.I.) <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner	Sex (M/F)	Social Security Number	
	Birthdate (MM/DD/YYYY) / /	Coverage Election <input type="checkbox"/> Medical <input type="checkbox"/> Dental	PCP Provider ID Number	Current Patient Yes <input type="checkbox"/>	Dental Office ID Number Current Patient Yes <input type="checkbox"/>
3	(A)dd (C)hange ___ (R)emove	Name (Last, First, M.I.) <input type="checkbox"/> Child <input type="checkbox"/> Stepchild <input type="checkbox"/> Other	Sex (M/F)	Social Security Number	
	Birthdate (MM/DD/YYYY) / /	Coverage Election <input type="checkbox"/> Medical <input type="checkbox"/> Dental	PCP Provider ID Number	Current Patient Yes <input type="checkbox"/>	Dental Office ID Number Current Patient Yes <input type="checkbox"/>
4	(A)dd (C)hange ___ (R)emove	Name (Last, First, M.I.) <input type="checkbox"/> Child <input type="checkbox"/> Stepchild <input type="checkbox"/> Other	Sex (M/F)	Social Security Number	
	Birthdate (MM/DD/YYYY) / /	Coverage Election <input type="checkbox"/> Medical <input type="checkbox"/> Dental	PCP Provider ID Number	Current Patient Yes <input type="checkbox"/>	Dental Office ID Number Current Patient Yes <input type="checkbox"/>

E. Dependent Information

List any dependent in Section D living at another address.

Name	Address

For Dependent Life Coverage: If age 19 and over and a full-time student, provide the following:

Child Name	School Name	Expected Graduation Date	Number of Credit Hours

F. Coordination of Benefits

Will you have other health insurance at the same time as this coverage? Yes No

Name of Person	Carrier Name	Name of Person	Carrier Name

G. Medicare Information

Name of Person	Medicare Part A	Medicare Part B	Medicare Part D	Over Age 65	Disability	End-Stage Renal Disease Effective Date
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

H. Health Questionnaire must be completed when employer group is:

- A virgin group or virgin population with no group medical coverage;
- A newly formed business with no group medical coverage;
- Requesting Life coverage above the Guaranteed Issue amount or a Late Enrollee (enrolling more than 31 days after eligible).

Health History for Individuals and your Dependents. *The following information is confidential and will not be seen by or given to your employer.*

- ALL of the questions must be answered by you and your dependents or the application will be returned.
- Incomplete enrollment forms may delay the effective date of your coverage.

List all individuals enrolling for coverage.

Name	Sex	Age	Height	Weight	Cigarette Smoker	Currently Taking Prescription Medication(s)
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

I. Answer all questions.

1. Within the last **five** years has anyone applying for coverage consulted, received treatment, by a doctor, psychiatrist, psychologist, or other practitioner or been diagnosed with any of the following conditions or disorders? (Check all that apply.) Yes No

a. <input type="checkbox"/> AIDS/ARC/HIV	i. <input type="checkbox"/> Paralysis/Paresis	w. <input type="checkbox"/> Birth Defects/Congenital Abnormalities
b. <input type="checkbox"/> Diabetes	m. <input type="checkbox"/> Tumor/Cyst/Growth	x. <input type="checkbox"/> Arthritis/Bone/Joint/Muscle/Prosthetic Device
c. <input type="checkbox"/> Infertility	n. <input type="checkbox"/> Systemic or Discoid Lupus	y. <input type="checkbox"/> Mental/Nervous/Emotional/Eating Disorder
d. <input type="checkbox"/> Endocrine Metabolic	o. <input type="checkbox"/> Lung or Respiratory	z. <input type="checkbox"/> Stroke/Brain/Neurological
e. <input type="checkbox"/> Pancreas	p. <input type="checkbox"/> Alcohol or Drug Use	aa. <input type="checkbox"/> Transplant: <input type="checkbox"/> Recommended <input type="checkbox"/> Pending <input type="checkbox"/> Complete
f. <input type="checkbox"/> Liver/Hepatitis	q. <input type="checkbox"/> Kidney/Bladder/Urinary	bb. <input type="checkbox"/> Advised to have <input type="checkbox"/> tests, <input type="checkbox"/> surgery, <input type="checkbox"/> hospitalization or is <input type="checkbox"/> treatment needed, or <input type="checkbox"/> course of treatment not yet determined
g. <input type="checkbox"/> Immune System	r. <input type="checkbox"/> Circulatory/Vascular	cc. <input type="checkbox"/> Cancer: Type: _____ Stage _____
h. <input type="checkbox"/> Blood Disorder	s. <input type="checkbox"/> Digestive/Stomach/Intestinal	<input type="checkbox"/> Surgery <input type="checkbox"/> Chemo <input type="checkbox"/> Radiation
i. <input type="checkbox"/> Hemophilia	t. <input type="checkbox"/> Central Nervous System	dd. <input type="checkbox"/> Using: <input type="checkbox"/> Crutches <input type="checkbox"/> Walker <input type="checkbox"/> Wheelchair
j. <input type="checkbox"/> Epilepsy/Seizure	u. <input type="checkbox"/> Connective Tissue Disorder	ee. <input type="checkbox"/> Other _____
k. <input type="checkbox"/> Heart Disorder/Disease	v. <input type="checkbox"/> Pituitary/Adrenal/Growth Disorder	

2. Is any female currently pregnant? If so, provide due date _____ Check applicable boxes: Yes No
 C section planned Multiple Births Expected (# _____) Complications: Past or Present

3. Has anyone applying for coverage incurred medical expenses in excess of \$5,000 in the past 24 months? Yes No

4. Has anyone applying for coverage been prescribed medications in the past 12 months? Yes No

5. Does anyone applying for coverage have a known condition that requires on-going treatment? Yes No

J. Provide details below to any boxes checked in Section I. (If additional space is needed, attach a separate sheet and be sure to sign and date the sheet.)

Ques. No.	Name of Individual	Condition/Diagnosis/Treatment	Date of Onset	Date Treatment Ended	Names of Prescription Medication	Dosage	Still Taking Medication
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No

J. Provide details below to any boxes checked in Section I. (continued)

Ques. No.	Name of Individual	Condition/Diagnosis/Treatment	Date of Onset	Date Treatment Ended	Names of Prescription Medication	Dosage	Still Taking Medication
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No

Conditions of Enrollment

On behalf of myself and the dependents listed on Page 2, I agree to or with the following:

- I acknowledge that by enrolling in the following plans, coverage is provided by the following entities (collectively referred to as "Aetna"):
 - Aetna HMO plans and Aetna POS plans: Aetna Health Inc. and/or Aetna Health Insurance Company
 - Aetna PPO plans: Aetna Life Insurance Company
 - Dental and all other coverages: Aetna Life Insurance Company.
- I understand and agree that my employer's application will determine coverage and that there is no coverage unless and until both the eligible employee enrollment form and the employer application have been accepted and approved by Aetna. Even if this enrollment form is approved, any intentional and material misstatements or omissions that amount to fraud, or which would have affected the carrier's rating, offering or issuing of coverage impacted, may result in future claims being denied and the policy or my coverage under the policy being rescinded or reevaluated, as of the effective date, for eligibility and rating purposes.
- I understand and agree that this Enrollment/Change Form may be transmitted to Aetna or its agent by my employer or its agent. I authorize any physician, other healthcare professional, hospital or any other healthcare organization ("Providers"), including pharmacies and pharmacy database benefit managers to give Aetna or its agent information concerning the medical history, prescription utilization history, services or treatment provided to anyone listed on this Enrollment/Change Form, including those involving mental health, substance abuse and HIV/AIDS. I further authorize Aetna to use such information and to disclose such information to affiliates, Providers, payors, other insurers, third party administrators, vendors, consultants and governmental authorities with jurisdiction when necessary for my care or treatment, payment for services, the operation of my health plan, or to conduct related activities. I have discussed the terms of this authorization with my spouse/domestic partner and competent adult dependents and I have obtained their consent to those terms. This authorization will remain valid for the term of the coverage and so long thereafter as allowed by law. I understand that I am entitled to receive a copy of this authorization upon request and that a photocopy is as valid as the original.
- The plan documents will determine the rights and responsibilities of member(s) and will govern in the event they conflict with any benefits comparison, summary or other description of the plan.
- I understand and agree that, with the exception of Aetna Rx Home Delivery®, all participating providers and vendors are independent contractors and are neither agents nor employees of Aetna. Aetna Rx Home Delivery, LLC, is a subsidiary of Aetna Inc. The availability of any particular provider cannot be guaranteed and provider network composition is subject to change. Notice of the change shall be provided in accordance with applicable state law.
- I understand and agree that, with certain exceptions described in the plan documents, HMO and DMO® plans only provide coverage for referred benefits, and that, in order to be covered, services must be performed either by a participating primary care physician, primary care dentist, or by the participating specialist, hospital, pharmacy, dentist, or other provider as authorized by a referral from a participating primary care physician.

Misrepresentation

7. Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

I represent that all information supplied in this form is true and complete to the best of my knowledge and belief. I have read and agree to the Conditions of Enrollment and Misrepresentation on this **Pennsylvania** Employee Enrollment/Change Form. I understand that, in the event I fail to sign this form within 31 days after the above transaction request or for any reason Aetna does not receive notice of the above transaction request within a reasonable time following the event, my and my dependents' eligibility may be affected. I am employed by the employer shown on Page 1, and I am working full time at least 25 hours per week for this employer at the regular place of business.

Employee Signature (Required to enroll) X	Employee E-mail Address (optional)	Date (Month/Day/Year) - Required
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