



New Jersey Small Group Enrollment/Change Request

Aetna Health Inc. / Aetna Life Insurance Company

Aetna HMO, HNOnly, HNOption and POS plans are underwritten by Aetna Health Inc. Aetna Indemnity, EPO, and MC plans are underwritten by 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. To Add, Change, or Remove coverage for dependents over the limiting age, but less than 31, Aetna Form HINT Supplemental Enrollment Information Form Implementing P.L. 2005, c. 375, must be completed. Refer to instructions on Page 3 before completing this form. Please print clearly.

1. Enrollment <input type="checkbox"/> New Enrollee/Subscriber Effective Date ____ / ____ / ____ Date of Hire ____ / ____ / ____	2. Change – Check all that apply. <table border="0"> <tr> <td><input type="checkbox"/> Add Spouse/Civil Union Partner</td> <td>Date of Event</td> <td>Reason</td> </tr> <tr> <td><input type="checkbox"/> Add Domestic Partner</td> <td>____ / ____ / ____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Add Dependent Child</td> <td>____ / ____ / ____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Name Change</td> <td>____ / ____ / ____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Change Plan</td> <td>____ / ____ / ____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td>____ / ____ / ____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Add/Change Primary Office ID Number</td> <td>____ / ____ / ____</td> <td>_____</td> </tr> </table>	<input type="checkbox"/> Add Spouse/Civil Union Partner	Date of Event	Reason	<input type="checkbox"/> Add Domestic Partner	____ / ____ / ____	_____	<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 Primary Office ID Number	____ / ____ / ____	_____
<input type="checkbox"/> Add Spouse/Civil Union Partner	Date of Event	Reason																				
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<input type="checkbox"/> Add/Change Primary Office ID Number	____ / ____ / ____	_____																				
3. Remove or Terminate – Check all that apply. <table border="0"> <tr> <td><input type="checkbox"/> Remove Spouse/Civil Union Partner*</td> <td>Effective Date</td> <td>Reason</td> </tr> <tr> <td><input type="checkbox"/> Remove Domestic Partner*</td> <td>____ / ____ / ____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Remove Dependent Child*</td> <td>____ / ____ / ____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Employee Withdrawal/Termination</td> <td>____ / ____ / ____</td> <td>_____</td> </tr> </table> <p>NOTE: Employee must be enrolled for spouse/civil union partner/dependent(s) to have coverage.</p> <p>* Please complete Add/Change/Remove and Name columns in Section D.</p>	<input type="checkbox"/> Remove Spouse/Civil Union Partner*	Effective Date	Reason	<input type="checkbox"/> Remove Domestic Partner*	____ / ____ / ____	_____	<input type="checkbox"/> Remove Dependent Child*	____ / ____ / ____	_____	<input type="checkbox"/> Employee Withdrawal/Termination	____ / ____ / ____	_____	4. Continuation of Coverage, i.e., COBRA, State, Total Disability - Not all options are available or applicable. Contact Employer for available options. Coverage for: <input type="checkbox"/> Employee <input type="checkbox"/> Spouse/Civil Union Partner* <input type="checkbox"/> Dependent(s) Length of Continuation: <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: ____ / ____ / ____ *Civil union partners are eligible to make an election pursuant to NJSGC, if applicable. **Attach proof of total disability.									
<input type="checkbox"/> Remove Spouse/Civil Union Partner*	Effective Date	Reason																				
<input type="checkbox"/> Remove Domestic Partner*	____ / ____ / ____	_____																				
<input type="checkbox"/> Remove Dependent Child*	____ / ____ / ____	_____																				
<input type="checkbox"/> Employee Withdrawal/Termination	____ / ____ / ____	_____																				

B. Employee Information – Complete Sections B - I.

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

C. Medical Plan Options – Your selection must be offered by your employer.

Check One.

<input type="checkbox"/> NJ HMO: Plan Option: _____ Rx Option: _____	<input type="checkbox"/> OA EPO: Plan Option: _____
<input type="checkbox"/> NJ HNOnly: Plan Option: _____ Rx Option: _____	<input type="checkbox"/> OA EPO Cost Sharing: Plan Option: _____
<input type="checkbox"/> NJ HMO Cost Sharing: Plan Option: _____ Rx Option: _____	<input type="checkbox"/> OA EPO HSA Compatible: Plan Option: _____
<input type="checkbox"/> NJ HNOnly Cost Sharing: Plan Option: _____ Rx Option: _____	Plan Administration: <input type="checkbox"/> Cal Yr <input type="checkbox"/> Plan Yr
<input type="checkbox"/> NJ HNOnly HSA Compatible: Plan Option: _____ Rx Option: _____	<input type="checkbox"/> OA MC Cost Sharing: Plan Option: _____
Plan Administration: <input type="checkbox"/> Cal Yr <input type="checkbox"/> Plan Yr	<input type="checkbox"/> OA MC HSA Compatible: Plan Option: _____
<input type="checkbox"/> NJ HNOption: Plan Option: _____ Rx Option: _____	Plan Administration: <input type="checkbox"/> Cal Yr <input type="checkbox"/> Plan Yr
<input type="checkbox"/> NJ HNOption Cost Sharing: Plan Option: _____ Rx Option: _____	<input type="checkbox"/> Standard Health Benefits Plans
<input type="checkbox"/> NJ HNOption HSA Compatible: Plan Option: _____ Rx Option: _____	<input type="checkbox"/> NJ HMO: Plan Option _____ Rx Option _____
Plan Administration: <input type="checkbox"/> Cal Yr <input type="checkbox"/> Plan Yr	<input type="checkbox"/> NJ HNOnly: Plan Option _____ Rx Option _____
	<input type="checkbox"/> NJ POS: Plan Option _____ Rx Option _____
	<input type="checkbox"/> NJ OA EPO: Plan Option _____ Rx Option _____
	<input type="checkbox"/> NJ MC: Plan Option _____ Rx Option _____
	<input type="checkbox"/> NJ Indemnity: Plan Option _____ Rx Option _____
	<input type="checkbox"/> Other Plan: _____

D. Individuals Covered - List individuals for whom you are adding/changing/removing coverage. Attach sheet to list additional children. Attach proof of disability.

	(A) Add (C) Change (R) Remove	Last Name, First Name, M.I.	Sex		Birthdate			Social Security Number	Other Rx Drug Coverage	Other Health Coverage	Previous Coverage Check if "Yes"	Primary Office		Current Patient
			M	F	MM	DD	YYYY					ID Number	NPI Number	
Employee			<input type="checkbox"/>	<input type="checkbox"/>	/	/		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office		Yes	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NPI		<input type="checkbox"/>	
Spouse/ Civil Union Partner			<input type="checkbox"/>	<input type="checkbox"/>	/	/		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office		Yes	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NPI		<input type="checkbox"/>	
Domestic Partner			<input type="checkbox"/>	<input type="checkbox"/>	/	/		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office		Yes	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NPI		<input type="checkbox"/>	
Child*			<input type="checkbox"/>	<input type="checkbox"/>	/	/		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office		Yes	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NPI		<input type="checkbox"/>	
Child*			<input type="checkbox"/>	<input type="checkbox"/>	/	/		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office		Yes	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NPI		<input type="checkbox"/>	
Child*			<input type="checkbox"/>	<input type="checkbox"/>	/	/		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office		Yes	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NPI		<input type="checkbox"/>	

E. Pre-Existing Conditions Statement - Check all that apply.

NOTE: Complete for all persons to be covered who are age 19 or older. This section does not apply to any person who is under age 19. Complete if you are a new enrollee except when enrolling in a Small Employer Group health benefits plan with more than 5 employees. Complete for all late enrollees. This information may **ONLY** be used to determine if a condition is a pre-existing condition. You **CANNOT** be denied coverage under a health benefits plan on the basis of accurate responses to the following questions. Carriers can only use the information to expedite the processing of claims.

Yes No <input type="checkbox"/> <input type="checkbox"/>	1. During the past 6 months, have you or any dependent to be covered who is age 19 or older had or been diagnosed as having any of the following? If "Yes," check appropriate box(es) below. <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> a. Alcoholism or Drug Abuse</td> <td><input type="checkbox"/> h. Heart Disorder or Condition or Chest Pain</td> </tr> <tr> <td><input type="checkbox"/> b. Arthritis</td> <td><input type="checkbox"/> i. High Blood Pressure</td> </tr> <tr> <td><input type="checkbox"/> c. Blood Disorder</td> <td><input type="checkbox"/> j. Kidney or Liver Disorder</td> </tr> <tr> <td><input type="checkbox"/> d. Back or Neck Disorder, Injury</td> <td><input type="checkbox"/> k. Lung or Respiratory Disorder or Pain</td> </tr> <tr> <td><input type="checkbox"/> e. Cancer or Tumors</td> <td><input type="checkbox"/> l. Mental or Nervous Disorder</td> </tr> <tr> <td><input type="checkbox"/> f. Diabetes</td> <td><input type="checkbox"/> m. Paralysis, Stroke or Epilepsy</td> </tr> <tr> <td><input type="checkbox"/> g. Gastro or Intestinal Disorder</td> <td></td> </tr> </table>	<input type="checkbox"/> a. Alcoholism or Drug Abuse	<input type="checkbox"/> h. Heart Disorder or Condition or Chest Pain	<input type="checkbox"/> b. Arthritis	<input type="checkbox"/> i. High Blood Pressure	<input type="checkbox"/> c. Blood Disorder	<input type="checkbox"/> j. Kidney or Liver Disorder	<input type="checkbox"/> d. Back or Neck Disorder, Injury	<input type="checkbox"/> k. Lung or Respiratory Disorder or Pain	<input type="checkbox"/> e. Cancer or Tumors	<input type="checkbox"/> l. Mental or Nervous Disorder	<input type="checkbox"/> f. Diabetes	<input type="checkbox"/> m. Paralysis, Stroke or Epilepsy	<input type="checkbox"/> g. Gastro or Intestinal Disorder	
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<input type="checkbox"/> g. Gastro or Intestinal Disorder															
Yes No <input type="checkbox"/> <input type="checkbox"/>	2. During the past 6 months, have you or any dependent to be covered who is age 19 or older: <ul style="list-style-type: none"> a. been examined or treated by a physician or other health care provider for any condition, illness, or injury, other than as stated above? b. been advised to have treatment or surgery or testing that has not been done? c. been admitted to a hospital or other health care facility as an inpatient? d. taken prescribed medications? 														

Please give details for "Yes" answers to any part of Questions 1 or 2 on a separate sheet of paper. This separate sheet should be signed and dated.

F. Other/Previous Coverage

Is your Spouse/Civil Union Partner/Domestic Partner Employed? Yes No If "Yes," give name & address of spouse/civil union partner's/domestic partner's employer.

If "Yes" to **Other Health Coverage** (Section D), give names & policy numbers of insurance carrier, HMO, or other source. If enrolled in Medicare Parts A and/or B, identify the coverage and provide the Medicare ID number.

If "Yes" to **Other Rx Drug Coverage** (Section D), give name & policy number of insurance carrier, HMO, or other source.

If "Yes" to **Previous Coverage**, identify name(s) of persons, give effective date and date coverage terminated, name of previous carrier and plan number and submit a copy of the Certificate of Creditable Coverage that was issued by the previous carrier, if available.

G. Dependent Information

Does any dependent listed in Section D live at a different address than the Employee? Yes No If "Yes," who and at what address?

Explain the circumstances.	If any dependent's last name differs from yours, explain the circumstances.
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H. Race/Ethnicity – To be completed by the Employee, at his/her option. NOTE: your response is appreciated but NOT required!

Choose a category that most closely describes you:

- American Indian or Alaskan Native Black, not of Hispanic origin Hispanic
 Asian or Pacific Islander White, not of Hispanic origin

If you have questions concerning the benefits and services provided by or excluded under this Agreement, contact a Member Services representative at 1-866-529-2517 (for HMO, HNOly and HNOption products) or 1-888-802-3862 (for Traditional or PPO Products) before or after signing this form.

Employee Signature

I represent that all information supplied in this application is true and complete. I hereby agree to the conditions of enrollment on the reverse side of the employee copy of this Enrollment/Change Request form. I authorize deductions from my earnings for any required contributions.

Employee Signature - Required X	Employee E-mail Address	Date
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Employer Verification (To Be Completed by Employer)

Employer Signature - Required X	Title	Date
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Employee copy may be used as a temporary ID card for 30 days from the effective date if authorized by employer. Coverage must be verified with Aetna Health Inc. and/or Aetna Life Insurance Company prior to visiting a specialist or admission to a hospital.

Instructions

Employer

- Complete the **Employer Group Information** in the upper right corner of the form.
- **Section A – Type of Activity:** Check boxes indicating reason(s) for submitting application.
 - Complete **Section J – Employer Verification** on Page 3 of this 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 – I.

Section B – Employee Information:

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

Section C – Medical Plan Options:

- Check one Plan Option box and indicate Plan Option name (where applicable) and check one copay.
- Select only an option offered by your employer.

Section D – Individuals Covered:

- Do not complete this form for dependents over age 26, but less than 31; Aetna Form, HINT Supplemental Enrollment Information Form Implementing P.L. 2005, c. 375, must be completed.
- 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 names(s) of your dependents, if applicable. Indicate Sex, Birthdate, and Social Security Number for each individual listed.
- If dependent is disabled and being continued beyond age 26, attach proof of disability.
- If you or your dependent(s) have other Health or Rx drug coverage, check the “Yes” box(es) and complete Section F – Other/Previous Coverage.
- If a dependent is Handicapped & financially dependent, check “Yes” & provide proof of handicapped status from the attending physician.
- From the appropriate 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.
- You may obtain each provider’s NPI number by contacting the provider directly. Providers with multiple office locations and individual providers who belong to more than one practice or provider entity may have more than one NPI number. You should confirm the correct NPI number for the specific provider and office location where you will be seen by contacting the office directly.
- 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 for persons who are age 19 or older. This section does not apply to any persons who are under age 19.

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.

Continued on next page

Instructions (continued)

Employee – Complete Sections B – I.

Section F – Other/Previous Coverage:

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

Section G – Dependent Information:

Complete this section for all new enrollments or coverage changes.

Section I – 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 J – 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 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 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.