



# Washington Small Group Employee Enrollment/Change Form

**WHEREVER THE TERM "SPOUSE" APPEARS IT WILL BE CONSTRUED TO INCLUDE DOMESTIC PARTNER.**

**INSTRUCTIONS:** You must complete this enrollment form in full. If you do not, we will return it to you, and that can delay its processing. You alone are responsible for its accuracy and completeness. **If you are declining coverage, you must complete section B.** Please use only black ink to complete this form.

Group number
Aetna member ID number (if available)

Company name			
Effective date	<input type="checkbox"/> New hire	<input type="checkbox"/> Add spouse	<input type="checkbox"/> Employee termination date
	<input type="checkbox"/> Rehire/reinstatement	<input type="checkbox"/> Add domestic partner	<input type="checkbox"/> Remove spouse
Date of hire	<input type="checkbox"/> New group enrollment	<input type="checkbox"/> Add dependent child	<input type="checkbox"/> Remove domestic partner
	<input type="checkbox"/> Late enrollment	<input type="checkbox"/> Change of coverage	<input type="checkbox"/> Remove dependent child
	<input type="checkbox"/> Waiver	<input type="checkbox"/> Name change	<input type="checkbox"/> Cancel coverage
	<input type="checkbox"/> Open enrollment		<input type="checkbox"/> Other _____
	<input type="checkbox"/> Loss of coverage		
<input type="checkbox"/> COBRA or <input type="checkbox"/> State continuation for: <input type="checkbox"/> Employee <input type="checkbox"/> Dependent Length of continuation: <input type="checkbox"/> 18 months <input type="checkbox"/> 36 months <input type="checkbox"/> Other _____ Qualifying event _____ Original qualifying event date _____ Loss of coverage date _____			

**A. Employee information - You must complete this section. Please print clearly.**

Social Security number	Last name, first name, middle initial		Job title	
Home address	Apt. number	City, state	ZIP code	
Work address	City, state		ZIP code	
Home/cell telephone ( ) -	Work telephone ( ) -	Primary language spoken (optional)	Number of dependents, including spouse or domestic partner, enrolling for medical coverage	
Number of hours worked a week	Check one <input type="checkbox"/> Full time <input type="checkbox"/> 1099 <input type="checkbox"/> Seasonal <input type="checkbox"/> COBRA <input type="checkbox"/> Part time <input type="checkbox"/> Retired <input type="checkbox"/> Temporary <input type="checkbox"/> Union			Employee email

**B. Declining coverage - To be completed if coverage is declined or refused by an eligible employee and/or their eligible family members.**

Medical coverage declined for: <input type="checkbox"/> Myself <input type="checkbox"/> Spouse <input type="checkbox"/> Dependents
Dental coverage declined for: <input type="checkbox"/> Myself <input type="checkbox"/> Spouse <input type="checkbox"/> Dependents
<b>Reason for declining coverage</b> <input type="checkbox"/> Individual coverage – On Exchange <input type="checkbox"/> Medicaid <input type="checkbox"/> Insurance through another job <input type="checkbox"/> Individual coverage – Off Exchange <input type="checkbox"/> Another group plan provided by my employer <input type="checkbox"/> Individual coverage <input type="checkbox"/> Spousal group coverage <input type="checkbox"/> COBRA coverage <input type="checkbox"/> Retiree coverage <input type="checkbox"/> Parental coverage <input type="checkbox"/> TRICARE Military coverage <input type="checkbox"/> I have no other coverage <input type="checkbox"/> Medicare <input type="checkbox"/> VA coverage <input type="checkbox"/> Other _____
I acknowledge I have 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. I and/or my dependents have made this decision of my/their own accord, with no pressure from my employer, my employer's agent or the insurance carrier.
<b>Please sign here <u>ONLY</u> if you are declining coverage for yourself or dependents.</b>
Date (Month/Day/Year)
X Employee signature
Please PRINT employee name:



**D. Individuals covered (Continued)**

4	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Remove	Name (Last, first, middle initial)	<input type="checkbox"/> Child <input type="checkbox"/> Other _____	<input type="checkbox"/> Stepchild <input type="checkbox"/> _____	Sex (M/F)	Social Security number
	Birthdate (MM/DD/YYYY) / /		Incapacitated <input type="checkbox"/> Yes <input type="checkbox"/> No		Choosing coverage for: <input type="checkbox"/> Medical <input type="checkbox"/> Dental	
5	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Remove	Name (Last, first, middle initial)	<input type="checkbox"/> Child <input type="checkbox"/> Other _____	<input type="checkbox"/> Stepchild <input type="checkbox"/> _____	Sex (M/F)	Social Security number
	Birthdate (MM/DD/YYYY) / /		Incapacitated <input type="checkbox"/> Yes <input type="checkbox"/> No		Choosing coverage for: <input type="checkbox"/> Medical <input type="checkbox"/> Dental	
6	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Remove	Name (Last, first, middle initial)	<input type="checkbox"/> Child <input type="checkbox"/> Other _____	<input type="checkbox"/> Stepchild <input type="checkbox"/> _____	Sex (M/F)	Social Security number
	Birthdate (MM/DD/YYYY) / /		Incapacitated <input type="checkbox"/> Yes <input type="checkbox"/> No		Choosing coverage for: <input type="checkbox"/> Medical <input type="checkbox"/> Dental	

**E. Dependent information**

List any dependent in Section D living at another address.	
<b>Name</b>	<b>Address</b>

**F. Coordination of benefits**

Will you have other health insurance at the same time as this coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , will the Aetna coverage you're applying for replace the coverage you have now? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Name of person</b>	<b>Carrier name</b>	<b>Name of person</b>	<b>Carrier name</b>

**Conditions of enrollment**

I agree to or with the following:

1. Aetna Life Insurance Company (referred to as "Aetna") underwrites Aetna PPO plans and Aetna dental plans.
2. My employer's application determines coverage. I don't have coverage until Aetna approves my employee enrollment form and the employer applications.
3. Authorizations signed for the purpose of collecting information in connection with this enrollment form for an insurance policy, a policy reinstatement or a request for a change in policy benefits shall remain valid for thirty (30) months from the date signed. Authorizations signed for the purpose of collecting information in connection with a claim for benefits shall remain valid for the term of this coverage or for so long as allowed by law. The information, as well as other personal or privileged information, subsequently collected by the insurance institution or insurance producer may, in certain circumstances, be disclosed to third parties without authorization. A right of access and correction exists with respect to all personal information collected. Further disclosures required by **Washington** law will be furnished to the policyholder upon request. Personal information may be collected from persons other than the individual or individuals proposed for coverage. This authorization is voluntary. However, I understand that if I refuse to sign this authorization form, my ability to enroll in the medical plans described above may be affected. I have the right to revoke this authorization in writing to Aetna at any time except to the extent that my information has already been used or disclosed in reliance on this authorization. However, because this information is essential to the administration of the plans, I understand that my revocation of this authorization may result in cancellation of my enrollment in the medical plans described above.
4. 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.
5. *I understand and agree that, with the exception of members of the CVS Health family of companies (which includes CVS Pharmacy, CVS Caremark Mail Service Pharmacy, MinuteClinic and CVS Specialty Infusion Services), all other participating providers and vendors are independent contractors and are neither agents nor employees of Aetna or its affiliates. We cannot guarantee the availability of any particular provider outside of our corporate family and the providers in our network may change. We also do not guarantee any results or outcome of a health or dental care service. Notice of any change shall be provided in accordance with applicable state law.*

Continued on next page

**Conditions of enrollment (Continued)**

I represent that all information supplied in this form is true and complete. I have read and agree to the conditions of enrollment on this Employee Enrollment/Change Form.

I understand that if I don't sign this form within 60 days or Aetna does not receive the request within a reasonable time, my eligibility may be affected.

I am employed by the employer shown on page 1. I am working full time or at least 20 hours or more a week for this employer at the regular place of business. I authorize deductions from my earnings for any contributions required for coverage. I agree to make any necessary payments required for coverage.

**It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.**

To receive documents online, please visit your secure member account at [aetna.com](http://aetna.com).

*Please sign here ONLY if you are enrolling in coverage for yourself and/or dependents.  
Employee signature (required)*

*Date (Month/Day/Year)*