BlueCross BlueShield of Vermont
An Independent Licensee of the Blue Cross and Blue Shield Association

VEHI
Enrollment and Change Form

Please provide all information and print in ink or type.

Please submit this form to your Central Office for processing.

Requested effective date ___/___/___

Section 1: EMPLOYER/EMPLOYEE INFORMATION

Employer name:		**Employee type:** ☐ Licensed ☐ Non-licensed ☐ Confidential/Municipal ☐ Private School/Other	
Group/division #: (office use only)		**Employment status:** ☐ Active ☐ Continuation (COBRA)	
Health plan selection: ☐ Platinum ☐ Gold ☐ Gold CDHP ☐ Silver CDHP			
Health coverage type: ☐ Employee only ☐ Employee/spouse (including party to a civil union/domestic partner) ☐ Employee/child(ren) ☐ Family			
Health care spending account: ☐ Health Reimbursement Arrangement (HRA): all plans ☐ Health Savings Account (HSA): For Public Schools Silver CDHP Only ☐ None/Opt-out			
Last name:	**First name:**		**Social Security number** ****(SSN):
Mailing address:			**PCP name** NPI No.***
City:	**State:**	**ZIP code:**	Are you a current patient? ☐ Yes ☐ No
Phone number:	**Email address:**		☐ resides outside of BCBSVT provider network (no PCP required)
Date of birth (DOB):	**Gender:** ☐ Male ☐ Female		**Marital status:** ☐ Single ☐ Married/party to a civil union ☐ Domestic Partner**

Section 2: NEW ENROLLMENT (Check one, then go to SECTION 4)

☐ Open enrollment ☐ New hire/re-hire ☐ Continuation of coverage (COBRA) ☐ Refusal ☐ Spouse turning age 65

☐ Transferred from another VEHI plan Transferring from member ID no.: ____________________

Section 3: CHANGE/CANCELLATION

Change: **Effective date** ___/___/___

☐ Birth
☐ Adoption placement date ___/___/______
☐ Marriage/Civil Union
☐ Divorce
☐ Address change
☐ Name change
☐ PCP change
☐ Court ordered change**
☐ Loss of coverage**

Cancel: **Date of Cancellation** ___/___/______

☐ Voluntary cancel (signature required)

____

Proof of other insurance is required to complete this request if submitted outside of groups Open Enrollment period. Please include documentation when returning the form.

☐ Left employment (group benefits manager signature)

____

☐ Other (explain) ____________________

Section 4: LIST ALL DEPENDENTS BELOW TO BE ADDED OR REMOVED

Dependent Information **** Important note: SSN required for all members			**Primary Care Provider (PCP) Information** (required)
☐ Add ☐ Remove (Spouse/party to a civil union/domestic partner) Last Name First Name	SSN*** DOB	Gender: ☐ Male ☐ Female	PCP Name NPI No.*** Are you a current patient? ☐ Yes ☐ No ☐ resides outside of BCBSVT provider network (no PCP required)
☐ Add ☐ Remove Last Name First Name	SSN*** DOB	Gender: ☐ Male ☐ Female	PCP Name NPI No.*** Are you a current patient? ☐ Yes ☐ No ☐ resides outside of BCBSVT provider network (no PCP required)
☐ Add ☐ Remove Last Name First Name	SSN*** DOB	Gender: ☐ Male ☐ Female	PCP Name NPI No.*** Are you a current patient? ☐ Yes ☐ No ☐ resides outside of BCBSVT provider network (no PCP required)
☐ Add ☐ Remove Last Name First Name	SSN*** DOB	Gender: ☐ Male ☐ Female	PCP Name NPI No.*** Are you a current patient? ☐ Yes ☐ No ☐ resides outside of BCBSVT provider network (no PCP required)
☐ Add ☐ Remove Last Name First Name	SSN*** DOB	Gender: ☐ Male ☐ Female	PCP Name NPI No.*** Are you a current patient? ☐ Yes ☐ No ☐ resides outside of BCBSVT provider network (no PCP required)

Please see section 6 on page 2 for employee signature

Employer name:	Employee name:

Section 5: OTHER INSURANCE INFORMATION

If you obtain health insurance coverage with us, will you or any of your dependents be covered with another health or dental insurance plan (including Medicare or Medicaid)?

☐ **Yes** ☐ **No**

MEDICAL	Insurance company (name and address)			DENTAL	Insurance company (name and address)		
	Policyholder name	Policy certificate no.	Group no.		Policyholder name	Policy certificate no.	Group no.
	Effective date	Type of coverage ☐ 1-person ☐ 2-person ☐ Family			Effective date	Type of coverage ☐ 1-person ☐ 2-person ☐ Family	

Section 6: SUBSCRIBER INFORMATION

I certify that the statements on this application and all information I've furnished is true and complete to the best of my knowledge. I authorize any health care provider to disclose to Blue Cross VT, or its designated agent, any information acquired in connection with my past or future care or treatment or that of any dependent named herein or hereafter added to my coverage. I understand that no right whatsoever is created by this application and that the same shall not be considered accepted unless and until the contract is actually issued by Blue Cross VT.

I UNDERSTAND THAT MY BENEFITS ARE GOVERNED BY THE PROVISIONS OF MY VEHI BENEFITS DESCRIPTION AND OUTLINE OF COVERAGE.

SIGN HERE

▶Employee's signature _____ Date _____◀

FOR OFFICE USE ONLY

Email: asinbox@bcbsvt.com	**Fax:** (802) 371-3329	**Mail:** Blue Cross VT P.O. Box 186 Montpelier, VT 05601-0186

If you are adding a dependent child, age 26 or older, contact customer service at (800) 344-6690 (TTY/TDD: 711) for further instructions.

* = Includes Party to a Civil Union or Domestic partner
** = Additional Documentation Required
*** = See our "Find-a-Doctor" tool at **bluecrossvt.org/find-doctor**
**** = SSN required for all members (Federal mandate requires the collection of SSN).

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Disclaimers

bluecrossvt.org

DISCLAIMERS

General Exclusions

While your health plan covers a broad array of necessary services and supplies, it doesn't cover every possible medical expense. If you would like to review the list of general exclusions before enrolling, visit **bluecrossvt.org/contracts**, click on the plan in which you are enrolling and read the chapter entitled "General Exclusions." Once you enroll, you will receive an Outline of Coverage and a link to your Certificate of Coverage. Please read both carefully as they govern your specific benefits.

How We Protect Your Privacy

The law requires us to maintain the privacy of your health information by using or disclosing it only with your authorization or as otherwise allowed by law. You may find information about our privacy practices at **bluecrossvt.org/privacypolicies**.

NOTICE: Discrimination is Against the Law

Blue Cross® and Blue Shield® of Vermont (Blue Cross VT) and its affiliate The Vermont Health Plan (TVHP) comply with applicable federal and state civil rights laws and do not discriminate, exclude people or treat them differently on the basis of race, color, national origin, age, disability, gender identity or sex, ethnicity, sexual orientation, or HIV-status.

Blue Cross VT provides free aids and services to people with disabilities to communicate effectively with us. We provide, for example, qualified sign language interpreters and written information in other formats (e.g., large print, audio or accessible electronic format).

Blue Cross VT provides free language services to people whose primary language is not English. We provide, for example, qualified interpreters and information written in other languages.

If you need these services, contact **civilrightscoordinator@bcbsvt.com**.

If you believe that Blue Cross VT has failed to provide these services or discriminated in another way based on race, color, national origin, age, disability, gender identity or sex, ethnicity, sexual orientation, or HIV-Status, you can file a grievance with: Kienan D. Christianson, Civil Rights Coordinator, P.O. Box 186, Montpelier, VT 05601-0186, call (800) 247-2583 (TTY/TTD: 711), fax (802) 229-0511, or email **civilrightscoordinator@bcbsvt.com**. You can file a grievance in person, by mail, via fax, or by email. If you need help filing a grievance, Kienan D. Christianson, Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically or through the Office for Civil Rights Complaint Portal, available at **https://ocrportal.hhs.gov/ocr/portal/lobby.jsf**, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW Room 509F,
HHH Building Washington, D.C. 20201
1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at
https://www.hhs.gov/ocr/complaints/index.html

For free language-assistance service, call (800) 247-2583 (TTY/TTD: 711).

ARABIC	للحصول على خدمات المساعدة اللغوية المجانية ، اتصل 2583 247 (800) (TTY/TTD: 711).
	lilhusul ealaa khadmat almusaeadat allughawiat almajaaniat, atasal (800) 247-2583 (TTY/TTD: 711).
CHINESE	如需免费语言协助服务，请致电，(800) 247-2583 (TTY/TTD: 711.
	Rú xū miǎnfèi yǔyán xiézhù fúwù, qǐng zhìdiàn (800) 247-2583 TTY/TTD: 711).
CUSHITE (OROMO)	Tajaajila gargaarsa afaanii bilisaa argachuuf, (800) 247-2583 (TTY/TTD: 711) bilbili.
FRENCH	Pour des services d’assistance linguistique gratuits, appelez le (800) 247-2583 (TTY/TTD: 711).
GERMAN	Für kostenlose Sprachunterstützungsdienste rufen Sie (800) 247-2583 (TTY/TTD: 711) an.

ITALIAN	Per i servizi di assistenza linguistica gratuiti, chiamare il numero (800) 247-2583 (TTY/TTD: 711).
JAPANESE	無料の言語支援サービスについては, (800) 247-2583 (TTY/TTD: 711). Muryō no gengo shien sābisu ni tsuite wa, (800) 247-2583 (TTY/TTD: 711) made o denwa kudasai.
NEPALI	निःशुल्क भाषा-सहायता सेवाहरूको लागि, कल गर्नुहोस् , (800) 247-2583 (TTY/TTD: 711). Niḥśulka bhāṣā-sahāyatā sēvāharūkō lāgi, kala garnuhōs (800) 247-2583 (TTY/TTD: 711).
PORTUGUESE	Para serviços gratuitos de assistência linguística, ligue para (800) 247-2583 (TTY/TTD: 711).
RUSSIAN	Чтобы получить бесплатную языковую помощь, позвоните по телефону (800) 247-2583 (TTY/TTD: 711).

SERBO-CROATIAN (SERBIAN)	За бесплатне услуге језичке помоћи позовите (800) 247-2583 (TTY/TTD: 711). Za besplatne usluge jezičke pomoći pozovite (800) 247-2583 (TTY/TTD: 711).
SPANISH	Para servicios gratuitos de asistencia lingüística, llame al (800) 247-2583 (TTY/TTD: 711).
TAGALOG	PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa (800) 247-2583 (TTY/TTD: 711).
THAI	สำหรับบริการช่วยเหลือด้านภาษาฟรี โทร,(800) 247-2583 (TTY/TTD: 711). S̄ả h̄rạb brikār ch̀wyh̄elū̱x d̂ān p̣hās̄'ā frī thor (800) 247-2583 (TTY/TTD: 711).

UKRAINIAN	Щоб отримати безкоштовні мовні послуги, телефонуйте (800) 247-2583 (TTY/TTD: 711). Shchob otrymaty bezkoshtovni movni posluhy, telefonuyte (800) 247-2583 (TTY/TTD: 711)
VIETNAMESE	Đối với các dịch vụ hỗ trợ ngôn ngữ miễn phí, hãy gọi (800) 247-2583 (TTY/TTD: 711).