

**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 pages 2 and 3 are not visible.**



# Texas Small Group Business Employee Enrollment/Change Form

Social Security Number

Employer Name		<b>INSTRUCTIONS:</b> 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. <b>If waiving coverage, please complete Sections B and G.</b>			
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/Dependent Child	<input type="checkbox"/> Employee Termination <input type="checkbox"/> Remove Spouse/Domestic Partner/Dependent Child	COBRA/State Continuation for: <input type="checkbox"/> Employee <input type="checkbox"/> Dependent	
Date of Hire	<input type="checkbox"/> New Group Enrollment <input type="checkbox"/> Late Enrollment <input type="checkbox"/> Other _____	<input type="checkbox"/> Name Change <input type="checkbox"/> Other _____	<input type="checkbox"/> Cancel Coverage	Length of Continuation: <input type="checkbox"/> 18 <input type="checkbox"/> 36 <input type="checkbox"/> Other _____	
				Original Qualifying Event Date _____	

**A. Coverage Selection - Please print clearly, using black ink. (Shaded sections for Employer/Aetna Use Only)**

Control/Group No.	Suffix	Account	Plan No.	Class Code	Control/Group No.	Suffix	Account	Plan No.	Control/Group No.	Suffix	Account	Plan No.				
<b>1. Medical - Check one.</b> <input type="checkbox"/> Aetna QPOS Plan - Plan _____ <input type="checkbox"/> Aetna CPOS Plan - Plan _____ <input type="checkbox"/> Aetna OA MC Plan - Plan _____ <input type="checkbox"/> Aetna PPO Plan - Plan _____ <input type="checkbox"/> Aetna Indemnity Plan <input type="checkbox"/> Packaged Dental/Life/Disability Plan _____					<b>2. Dental - To enroll, enter plan number and name elected below.</b> <b>Standard Plan:</b> Plan Number: _____ Plan Name: _____ If Option 3, check: <input type="checkbox"/> DMO® or <input type="checkbox"/> PDN <b>Voluntary Plans:</b> Plan Number: _____ Plan Name: _____ If Option 3, check: <input type="checkbox"/> DMO® or <input type="checkbox"/> PDN <b>Out-of-State PDN Plans:</b> Plan Name: _____ <b>Before today, were you covered under this employer's dental plan?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					<b>3. Life and Disability</b> <input type="checkbox"/> Basic Life/AD&D Ultra™ <input type="checkbox"/> Optional Dependent Life <input type="checkbox"/> Life & Disability Packaged Plan			Beneficiary Designation - Full Name (First, Middle, Last) _____ Beneficiary Social Security Number _____ Relationship to Employee _____			

**B. Employee Information - Must be completed by the employee.**

Member ID Number (If Available)	Last Name, First Name, M.I.		Job Title		Home Telephone
Home Address		Apt. No.	City, State		ZIP Code
Work Address		City, State		ZIP Code	Work Telephone
Salary	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		No. of Hours Worked Per Week	Check One <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single
Subscriber Primary Language (other than English) Primer Idioma del suscriptor (que no sea el Ingles)			Subscriber Disability		
What is your primary Language? ¿Cuál es su primer idioma? _____			Do you have a disability which affects your ability to communicate or read? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please indicate the nature of your disability. _____		

**C. Individuals Covered - List individuals for whom you are enrolling or adding/changing/removing coverage. Insert additional sheets if necessary.**

**NOTE: Enter Domestic Partner ONLY if your employer has elected that coverage.**

(Add/Change/Remove)	Name (Last, First, M.I.)	Sex M/F	Social Security Number	Birthdate (MM/DD/YYYY)	Incapacitated	Coverage Election	Other Health Coverage	Other Dental Coverage	Student Age 19 or Older (for Life/AD&D only)	Primary Office ID Number (if applicable)	Dental Office ID Number (if applicable)	Current Patient	Current Patient
Employee 1.					Yes N/A	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Life/Dis	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes N/A			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner 2.					N/A	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Life	<input type="checkbox"/>	<input type="checkbox"/>	N/A			<input type="checkbox"/>	<input type="checkbox"/>
Child 3.					<input type="checkbox"/>	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Child 4.					<input type="checkbox"/>	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Child 5.					<input type="checkbox"/>	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Child 6.					<input type="checkbox"/>	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Social Security Number

D. Dependent Information

Does any dependent listed in Section C live at another address? If Yes, who and what address? If any dependent's last name differs from yours, explain the circumstances.

E. Race/Ethnicity - Optional (This information is designed for the purpose of data collection and will not be used for determining eligibility, rating or claim payment.)

Employee 1. Spouse/Domestic Partner 2. Child 3. Child 4. Child 5. Child 6. Race/Ethnicity options for each category.

F. Other Insurance

If you have checked "Yes" to Other Health Coverage (Section C), provide name and policy number of insurance carrier, HMO, or other source, a copy of the insurance card, and start date of the coverage.

If you have checked "Yes" to Other Dental Coverage (Section C), provide name and policy number of insurance carrier, HMO, or other source, a copy of the insurance card, and start date of the coverage.

Is your Spouse/Domestic Partner employed? If Yes, provide name and address of spouse/domestic partner's employer.

PROOF OF PRIOR COVERAGE - IMPORTANT (Required)

Does anyone enrolling on this enrollment form have prior coverage? Medical Dental Failure to provide Proof of Prior Coverage may subject you or a family member to the full pre-existing conditions limitation with no credit for prior coverage if enrolling in other than an HMO plan. You may request a Certificate of Creditable Coverage from your prior carrier.

Acceptable forms of proof are:

- 1. Certificate of Creditable Coverage from prior carrier, or
2. Copy of ID card or most recent payroll stub showing medical coverage deduction, or
3. Copy of most recent medical premium bill from prior carrier.

Table with 7 columns: Name of Covered Individual, Carrier Name, Group Number, Start Date, Termination Date, Health, Dental. Includes checkboxes for Yes/No for Health and Dental.

G. Declination/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.

1. Medical Coverage Declined for: Reason for Declining Coverage (If applicable, please attach front/back of your health coverage ID card.):
2. Dental Coverage Declined for:

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 myself and/or my dependents may have to wait until the plan's next anniversary date to be enrolled for group coverage. Pre-existing conditions, when enrolled in other than an HMO plan, may not be covered for twelve months.

Please sign here ONLY if you are declining coverage for yourself or dependent(s). Date (Month/Day/Year)
X Employee Signature

**H. Health Questionnaire for Groups Enrolling 2 - 50 Eligible Employees (and employees of groups enrolling for Life coverage greater than the Guaranteed Issue Level)**

**Health History for Employees 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 or your dependents or the enrollment form 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	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
					<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

**Answer all the questions.**

1. Within the last 5 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 or HIV	k. <input type="checkbox"/> Paralysis/Paresis	u. <input type="checkbox"/> Birth Defects/Congenital Abnormalities
b. <input type="checkbox"/> Diabetes	l. <input type="checkbox"/> Tumor/Cyst/Growth	v. <input type="checkbox"/> Arthritis/Bone/Joint/Muscle/Prosthetic Device
c. <input type="checkbox"/> Infertility	m. <input type="checkbox"/> Systemic or Discoid Lupus	w. <input type="checkbox"/> Mental/Nervous/Emotional/Eating Disorder
d. <input type="checkbox"/> Endocrine/Metabolic	n. <input type="checkbox"/> Lung or Respiratory	x. <input type="checkbox"/> Stroke/Brain/Neurological
e. <input type="checkbox"/> Pancreas	o. <input type="checkbox"/> Alcohol or Drug Use	y. <input type="checkbox"/> Transplant: <input type="checkbox"/> Recommended <input type="checkbox"/> Pending <input type="checkbox"/> Complete
f. <input type="checkbox"/> Liver/Hepatitis	p. <input type="checkbox"/> Kidney/Bladder/Urinary	z. <input type="checkbox"/> Advised to have surgery or course of treatment not yet determined
g. <input type="checkbox"/> Immune System	q. <input type="checkbox"/> Circulatory/Vascular	aa. <input type="checkbox"/> Cancer: Type: _____ Stage _____
h. <input type="checkbox"/> Blood Disorder	r. <input type="checkbox"/> Digestive/Stomach/Intestinal	<input type="checkbox"/> Surgery <input type="checkbox"/> Chemo <input type="checkbox"/> Radiation
i. <input type="checkbox"/> Epilepsy/Seizure	s. <input type="checkbox"/> Central Nervous System	bb. <input type="checkbox"/> Using: <input type="checkbox"/> Crutches <input type="checkbox"/> Walker <input type="checkbox"/> Wheelchair
j. <input type="checkbox"/> Heart	t. <input type="checkbox"/> Pituitary/Adrenal/Growth Disorder	cc. <input type="checkbox"/> Other _____

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

6. Do you or your spouse use tobacco products? If so, check the applicable boxes:  Yes  No  
 Employee:  Cigarettes  Pipe  Cigars  Chewing Tobacco  
 Spouse:  Cigarettes  Pipe  Cigars  Chewing Tobacco

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

Question Number	Name of Individual	Condition/Diagnosis	Date of Onset	Date Treatment Ended	Names of Prescription Medication(s)	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
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							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No

If you are providing additional sheets, check here  and insert the sheets before sealing this Enrollment form.

**Conditions of Enrollment**

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

1. I acknowledge that by enrolling in the following plans, coverage is provided by the following entities (collectively referred to as "Aetna"):
  - Aetna HMO Plan: Aetna Health Inc.
  - Aetna Quality Point-of-Service/Point-of-Service Plans: Aetna Health Inc. (In-Network) and Aetna Health Insurance Company, (Out-of-Network)
  - Aetna Dental DMO: Aetna Dental Inc.
  - Life, disability, dental and all other health coverages: Aetna Life Insurance Company.
2. 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 and employer applications have been accepted by Aetna. Even if this enrollment form is accepted, any intentional misstatement or omission of material fact may result in future claims being denied.

**For life and disability coverages:** I understand that the effective date of insurance for myself or for any of my dependents is subject to my being actively at work on that date and that the effective date of insurance for any of my dependents is also subject to the dependent health condition requirements of the benefit plan. Further, I understand that any insurance subject to evidence of good health or medical information will not become effective until Aetna gives its written consent.
3. 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"), to give to Aetna or its agent information concerning the medical history, services or treatment provided to anyone listed on this Enrollment/Change Form, including those involving mental health and substance abuse. 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.
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 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.
6. 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.
7. I understand and agree that, as described in the plan documents, when enrolled for medical coverage in other than an HMO plan, any pre-existing conditions for my spouse/domestic partner, dependents or myself may not be covered for 12 months.

**Misrepresentation**

8. It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. In addition, an insurer may deny insurance benefits if false information materially related to the claim was provided by the applicant.

I represent that all information supplied in this form is true and complete. I have read and agree to the Conditions of Enrollment and Misrepresentation on this **Texas** Small Group Business 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, usually 30 hours per week, for this employer at the regular place of business.

If you have questions concerning the benefits and services that are provided by or excluded under this Agreement, please contact a Member Services representative at 1-800-323-9930 before signing this form.

<i>Employee Signature</i> <b>X</b>	<i>Employee E-mail Address (optional)</i>	<i>Date (Month/Day/Year)</i>
<i>Employer Signature</i> <b>X</b>		<i>Date (Month/Day/Year)</i>