California

UnitedHealthcare®

Small Business Employee Enrollment Form/Waiver of Coverage

January 1, 2014

Instructions

Complete the information requested in each section according to the guidelines provided below. Please be thorough and fill out all sections that apply. Submit the completed enrollment form to your employer for processing.

Section A: Employee Information

- Please complete all information requested;
- If enrolling in a UnitedHealthcare of California HMO plan, you must select a Primary Care Physician (PCP). Select a PCP from the *Provider Directory* for yourself and each of your family members by writing the PCP name and Provider Number in the area provided. You may choose a different PCP for each member of your family.

  PCP selection is only required if a UnitedHealthcare SignatureValue™ (HMO), UnitedHealthcare SignatureValue™ Advantage (HMO Value), UnitedHealthcare SignatureValue™ Alliance (HMO), or UnitedHealthcare SignatureValue™ Flex (HMO) plan is selected. If you do not select a PCP when selecting one of these plans, a PCP will be automatically assigned to you.
- If enrolling in a Dental HMO Plan, select a Primary Care Dentist (PCD) from the Dental Provider Directory for yourself and each of your family members. Write the PCD name and Provider Number in the area provided. You may choose a different Primary Care Dentist for each enrolling member, however PCDs cannot be automatically assigned and are only required for the Dental HMO plans.

Section B: Dependent Information

- Complete all information for each enrolling dependent, including any enrolling dependent's Social Security number.
- For each dependent enrolling in a UnitedHealthcare of California HMO Plan, select a Primary Care Physician (PCP) from the *Provider Directory* by writing the PCP name and Provider Number in the area provided. You may choose a different PCP for each member in your family. If you do not select a PCP when selecting one of these plans, a PCP will be automatically assigned to you.
- For each dependent enrolling in a Dental HMO Plan, select a Primary Care Dentist from the Dental Provider Directory. Write the PCD name and Provider Number in the area provided. You may choose a different Primary Care Dentist for each enrolling member, however PCDs cannot be automatically assigned and are only required for the Dental HMO plans.
- Verify that spousal and domestic partner coverage is available through your Employer.
- Dependents are covered to age 26 and no full-time student status is required.

Section C: Product Selection

- Benefit offerings are dependent on your employer selections. Check with your employer for available plan options being offered to you.
- Check the box for each plan in which you or your dependents are enrolling.
- All enrolling family members must select the same medical and dental plan.
- When selecting a UnitedHealthcare medical plan, write the three-digit plan code of your selection in the space provided. For example: Plan Code **D6-M.**
- When selecting a UnitedHealthcare of California (HMO) plan, write the description of the plan you selected. For example: **UnitedHealthcare SignatureValue™ 10-30/100%**.

Section D: Other Medical Insurance/Health Plan Coverage Information

- If you, your spouse/domestic partner, or any dependent will be covered under any other medical insurance plan/health plan, including Medicare, on the day this insurance/health plan coverage begins, please complete this section. If no other medical plan/coverage exists, please indicate by checking NO.

Section E: Waiver of Coverage

- You can waive the health care services coverage provided through your employer for yourself and/or any of your family members. If waiving coverage for yourself and/or any family member, a signature is required in this section. Please read the entire section carefully, sign and date in ink, and return the form to your employer for processing.

Section F: Application Signature

- Review this section carefully, sign and date.

Section G: Binding Arbitration – Applicable to UnitedHealthcare of California (HMO) Enrollees Only

- Review this section carefully, sign and date.

Section H: Census Information

- Check all boxes that apply. The information collected in this section will only be used to help communicate with enrollees and inform them of specific programs to enhance their well-being. This information will not be used in the eligibility process.

Employer Instructions

Complete the top section of the Employee Enrollment Form and confirm all required information has been completed by the employee. Submit enrollment/eligibility changes and terminations, based on the plan in which the employee is enrolling:

Fax to 1-866-372-1316 or online:

Choice Direct, Choice Plus Direct, HSA and HRA Medical, Dental, Vision and Life – **www.employereservices.com**

SignatureValue, SignatureValue Advantage, Flex and Alliance Medical Only – **www.uhcwest.com** (Employer tab)

For new business groups or additional questions, contact your broker or local UnitedHealthcare sales office.

(DO NOT STAPLE)

CALIFORNIA

Small Business Employee Enrollment Form

UnitedHealthcare®

UnitedHealthcare Insurance Company
UnitedHealthcare of California

To speed the enrollment process, please be thorough and fill out all sections that apply.

To Be Completed by Employer

Group Name/Number

Requested Effective Date of Insurance / Health Plan Coverage / Date of Change / /

Date of Hire / /

Position/Title

Hours Worked Per Week

Reason for Application

☐New Group Plan ☐New Hire
☐Dependent Add/Delete ☐Annual Open Enrollment
☐Change Name/Address ☐Late Enrollee
☐Termination Date: ____/____/____
☐Waiving Coverage (Complete Sections A and E)
☐Life Event/Date ____
☐Status Change ____
☐Other ____

Employee Type (check all that apply)

☐Active ☐Union ☐Non-Union ☐Retired
☐Hourly ☐Salary ☐Other ____
☐COBRA ☐Cal-COBRA
Start Date ___/___/___ End Date ___/___/___

Indicate Qualifying Event ____

Original Qualifying Event Date
Start Date ___/___/___ End Date ___/___/___

A. Employee Information

Complete All Sections
If you are waiving coverage, please complete only Sections A and E

Last Name	First Name	MI	Social Security Number	Home Phone/Cell / Work Phone

Address	Apt #	City	State	ZIP Code	Email Address

Date of Birth / /

Sex ☐M ☐F

Marital Status ☐Single ☐Married ☐Divorced ☐Widowed ☐Domestic Partner

Preferred Language: ☐English ☐Spanish ☐Chinese ☐Vietnamese ☐Korean ☐Other ____

Primary Care Physician[1] Name: ____
Address ____
ID# ____ Existing Patient Medical ☐Yes ☐No

Primary Care Dentist[2] Name: ____
ID#: ____
Existing Patient Dental ☐Yes ☐No

B. Dependent Information

List All Enrolling (attach sheet if necessary)

Name (Last, First, M)
Social Security Number ___-___-____
Sex ☐M ☐F
Relationship[3] Spouse/Domestic Partner
Birth Date ___/___/____

Address (if different from Employee)

Preferred Language
☐English ☐Spanish ☐Chinese ☐Vietnamese
☐Korean ☐Other ____

Primary Care Physician[1] Name: ____
Address: ____
ID# ____ Existing Patient Medical ☐Yes ☐No

Primary Care Dentist[2] Name: ____
ID#: ____
Existing Patient Dental ☐Yes ☐No

Name (Last, First, M)
Social Security Number ___-___-____
Sex ☐M ☐F
Relationship[3] Dependent
Birth Date ___/___/____

Address (if different from Employee)

Please check box when selecting HMO health plan coverage:
Permanently disabled and age 26 or older[4] ☐Yes ☐No

Preferred Language
☐English ☐Spanish ☐Chinese ☐Vietnamese
☐Korean ☐Other ____

Primary Care Physician[1] Name: ____
Address: ____
ID# ____ Existing Patient Medical ☐Yes ☐No

Primary Care Dentist[2] Name: ____
ID#: ____
Existing Patient Dental ☐Yes ☐No

IMPORTANT: (1) Please use the UnitedHealthcare Provider Directory to select a Primary Care Physician for yourself and each of your covered dependents for products requiring a Primary Care Physician designation. (2) Please use the Dental Directory to select a Primary Care Dentist for yourself and each of your covered dependents for products requiring a Primary Care Dentist designation. (3) For court-ordered dependent, legal documentation must be attached. (4) Applicable to HMO health plan coverage selection: If you answered "Yes" for Disabled and the dependent child is 26 years of age or older, unmarried, chiefly dependent upon subscriber for support and is not able to be self-supporting because of a physically or mentally disabling injury, illness or condition, please attach a medical certification of disability.

Subscriber Last, First Name _____ **SSN** _____

B. Dependent Information (continued)

Name (Last, First, M) / Social Security Number	Sex	Relationship[3]	Birth Date
	☐M ☐F	Dependent	___/___/_____

Address (if different from Employee)

Please check box when selecting HMO health plan coverage:
Permanently disabled and age 26 or older[4] ☐Yes ☐No

Preferred Language
☐English ☐Spanish ☐Chinese ☐Vietnamese
☐Korean ☐Other _____

Primary Care Physician[1] Name: _____
Address: _____
ID# _____ Existing Patient Medical ☐Yes ☐No

Primary Care Dentist[2] Name: _____
ID#: _____
Existing Patient Dental ☐Yes ☐No

Name (Last, First, M) / Social Security Number	Sex	Relationship[3]	Birth Date
	☐M ☐F	Dependent	___/___/_____

Address (if different from Employee)

Please check box when selecting HMO health plan coverage:
Permanently disabled and age 26 or older[4] ☐Yes ☐No

Preferred Language
☐English ☐Spanish ☐Chinese ☐Vietnamese
☐Korean ☐Other _____

Primary Care Physician[1] Name: _____
Address: _____
ID# _____ Existing Patient Medical ☐Yes ☐No

Primary Care Dentist[2] Name: _____
ID#: _____
Existing Patient Dental ☐Yes ☐No

C. Product Selection

Check the box for each plan you or your dependents are enrolling in. Benefit offerings are dependent on employer selections.

Person	Medical	Dental	Vision	**Medical Plan and Dental Plan Selection –** Write in the Plan Code or Description of the Medical and Dental plan in which you wish to enroll.
Employee	☐	☐	☐	Medical Plan Code/Description: _____
Spouse/Domestic Partner	☐	☐	☐	Dental Plan Code/Description: _____
Dependents	☐	☐	☐	

D. Other Medical Insurance/Health Plan Coverage Information

This section must be completed. (Attach sheet if necessary.)

On the day this insurance/health plan coverage begins, will you, your spouse/domestic partner or any of your dependents be covered under any other medical insurance/health plan coverage, including another UnitedHealthcare plan or Medicare?

☐YES (continue completing this section) ☐NO (If NO, then skip the rest of the Other Medical Insurance/Health Plan Coverage section.)

Name of other carrier _____

Other Group Medical Insurance/Health Plan Coverage Information (only list those covered by other plan)	Type (B/S/F)[†]	Effective Date MM/DD/YY	End Date MM/DD/YY	Name and date of birth of policyholder/covered employee for other insurance/health plan coverage
Employee:		/ /	/ /	
Spouse/Domestic Partner Name:		/ /	/ /	
Dependent:		/ /	/ /	
Dependent:		/ /	/ /	
Dependent:		/ /	/ /	

[†]B. Enter 'B' when this dependent is covered under both you and your spouse's insurance/health plan coverage (married).
S. Enter 'S' if you are the parent awarded custody of this dependent and no other individual is required to pay for this dependent's medical expenses.
F. Enter 'F' if this dependent is covered by another individual (not a member of your household) required to pay for this dependent's medical expenses.

Coverage provided by "UnitedHealthcare and Affiliates":
Check appropriate box(s) for coverage(s) selected:
Medical ☐ UnitedHealthcare Insurance Company (Insurance Products: Select, Select Plus, Non-Differential PPO)
Medical ☐ UnitedHealthcare of California (HMO)
Dental ☐ UnitedHealthcare Insurance Company or ☐ Dental Benefit Providers of California, Inc.
Vision ☐ UnitedHealthcare Insurance Company
Administrative services provided by United Healthcare Services, Inc., OptumRx, Inc. or OptumHealth Care Solutions, Inc. Behavioral health products by U.S. Behavioral Health Plan, California (USBHPC) or United Behavioral Health (UBH).

Subscriber Last, First Name _____ SSN _____

D. Other Medical Insurance/Health Plan Coverage Information (continued)

If you and/or an enrolling dependent are enrolled in Medicare, complete this section (attach additional sheets if necessary):

Medicare – Employee/Spouse/Domestic Partner/Dependent Name: _____

Medicare ID# _____ (Please attach a copy of your Medicare ID card.)

☐ Enrolled in Part A: Effective Date _____/_____/_____ ☐ Ineligible for Part A* ☐ Not Enrolled in Part A (chose not to enroll)
☐ Enrolled in Part B: Effective Date _____/_____/_____ ☐ Ineligible for Part B* ☐ Not Enrolled in Part B (chose not to enroll)
☐ Enrolled in Part D: Effective Date _____/_____/_____ ☐ Ineligible for Part D* ☐ Not Enrolled in Part D (chose not to enroll)
☐ Disabled ☐ Disabled but actively at work

Reason for Medicare eligibility: ☐ Over 65 ☐ Kidney Disease ☐ Disabled ☐ Disabled but actively at work
Are you receiving Social Security Disability Insurance (SSDI)? ☐ YES ☐ NO Start Date_____/_____/_____

*Only check "Ineligible" if you have received documentation from your Social Security benefits that indicate that you are not eligible for Medicare.

E. Waiver of Coverage

Complete only if you are waiving coverage for yourself and/or any family member.

I decline coverage for:

	Medical	Dental	Vision
Myself	☐	☐	☐
Spouse/Domestic Partner	☐	☐	☐
Dependent Children	☐	☐	☐
Myself and all dependents	☐	☐	☐

Declining coverage reason:

☐ Spouse's Employer's Plan ☐ Individual Plan ☐ COBRA/Cal-COBRA/AB-1401 from Prior Employer
☐ California Health Benefit Exchange
☐ Covered by Medicare ☐ Medicaid ☐ I (we) have no other coverage at this time
☐ Tri-Care ☐ VA Eligibility ☐ Other _____

I acknowledge that the available coverages have been explained to me by my employer and I know that I have been given the right and have been given the chance to apply for coverage. I have decided not to enroll myself and/or my dependent(s), if any.

I now decline to enroll myself, my spouse/domestic partner and/or my dependent(s) in my employer health plan. I have made this decision voluntarily, and no one has tried to influence me or put any pressure on me to decline coverage. **I ACKNOWLEDGE THAT MY DEPENDENTS AND I MAY HAVE TO WAIT UP TO TWELVE (12) MONTHS TO BE ENROLLED IN THE GROUP MEDICAL PLAN. THE WAIT OF UP TO TWELVE (12) MONTHS WILL NOT APPLY IF I AND/OR MY DEPENDENTS ARE ENTITLED TO AN OFF-CYCLE ENROLLMENT PERIOD DUE TO CERTAIN CHANGED CIRCUMSTANCES (E.G., ACQUISITION OF A DEPENDENT OR LOSS OF OTHER COVERAGE THROUGH A DEPENDENT.)**

The wait of up to twelve (12) months will not apply if:

1. I certify at the time of initial enrollment that the coverage under another employer health benefit plan, Healthy Families Program, or no share-of-cost Medi-Cal coverage was the reason for declining enrollment, and I lose coverage under that employer health benefit plan, Healthy Families Program, Access for Infants and Mothers (AIM) Program, Covered California, California's Health Benefit Exchange; or no share-of-cost Medi-Cal;
2. My employer offers multiple health benefit plans and I elected a different plan during an open enrollment period;
3. A court orders that I provide coverage under this plan for a spouse or child;
4. I have a new dependent as a result of marriage, domestic partnership, birth, adoption or placement for adoption and if enrollment is requested within 30 days after the marriage, domestic partnership, birth, adoption or placement for adoption;
5. I or my eligible dependents lose health care coverage due to a qualifying event such as loss of employment for any reason other than gross misconduct, reduction of employment hours, death or entitlement to Medicare.

If I am declining enrollment for myself and/or my dependent(s) (including my spouse/domestic partner) because of other health insurance or group health plan coverage, I must request enrollment within 30 days after the other coverage ends (or after the employer stops contributing toward the other coverage).

Please examine your options carefully before declining this coverage.

Employee Signature (only if waiving coverage for self and/or dependents)	Date _____/_____/_____

Subscriber Last, First Name _____ SSN _____

F. Application Signature

I understand that I am completing a health application and, to the best of my knowledge, that each response is complete and accurate. I (we) request the indicated group medical coverage. I authorize any required premium contributions to be deducted from my earnings. I (we) understand that UnitedHealthcare is not bound by any statements I (we) have made to any agent or to any other persons, if those statements are not written or printed on this application and any attachments. Please maintain a copy of this authorization for your records.

Please note that if UnitedHealthcare can demonstrate you committed an act or practice that constituted fraud, or an intentional misrepresentation of a material fact, UnitedHealthcare may rescind your coverage. UnitedHealthcare will issue a written notice via regular certified mail at least 30 days prior to the effective date of the rescission explaining the basis for the decision of rescission and your appeal rights. No agreement /policy will be rescinded after 24 months following the issuance of the agreement/policy. In addition, in the event it is found you committed an act or practice that constituted fraud, or an intentional misrepresentation of a material fact, UnitedHealthcare may cancel your coverage, as permitted by law.

Employee Signature (if applying for coverage)	Employee Name (please print)	Date _____/_____/_____

G. Binding Arbitration Applicable to UnitedHealthcare of California (HMO) Enrollees Only

I AGREE AND UNDERSTAND THAT ANY AND ALL DISPUTES, INCLUDING CLAIMS RELATING TO THE DELIVERY OF SERVICES UNDER THE PLAN AND CLAIMS OF MEDICAL MALPRACTICE (THAT IS, AS TO WHETHER ANY MEDICAL SERVICES RENDERED UNDER THE HEALTH PLAN WERE UNNECESSARY OR UNAUTHORIZED OR WERE IMPROPERLY, NEGLIGENTLY OR INCOMPETENTLY RENDERED), EXCEPT FOR CLAIMS SUBJECT TO ERISA, BETWEEN MYSELF AND MY DEPENDENTS ENROLLED IN THE PLAN (INCLUDING ANY HEIRS OR ASSIGNS) AND UNITEDHEATHCARE OF CALIFORNIA, UNITEDHEALTHCARE OR ANY OF ITS PARENTS, SUBSIDIARIES OR AFFILIATES, SHALL BE DETERMINED BY SUBMISSION TO BINDING ARBITRATION. ANY SUCH DISPUTE WILL NOT BE RESOLVED BY A LAWSUIT OR RESORT TO COURT PROCESS, EXCEPT AS THE FEDERAL ARBITRATION ACT PROVIDES FOR JUDICIAL REVIEW OF ARBITRATION PROCEEDINGS. ALL PARTIES TO THIS AGREEMENT ARE GIVING UP THEIR CONSTITUTIONAL RIGHTS TO HAVE ANY SUCH DISPUTE DECIDED IN A COURT OF LAW BEFORE A JURY, AND INSTEAD ARE ACCEPTING THE USE OF BINDING ARBITRATION IN ACCORDANCE WITH CALIFORNIA ARBITRATION LAW (TITLE 9 OF THE CALIFORNIA CODE OF CIVIL PROCEDURE § 1280 ET SEQ.) EXCEPT WHERE SUCH LAWS MAY BE PREEMPTED BY FEDERAL LAW INCLUDING, BUT NOT LIMITED TO, THE FEDERAL ARBITRATION ACT, 9 U.S.C. SEC. 1, ET SEQ.

Employee Signature (required)	Employee Name (please print) (required)	Date (required) _____/_____/_____

H. Census Information

NOTE: Data collected in this section will be used only to help communicate with enrollees and inform them of specific programs to enhance their well-being. This information will not be used in the eligibility process.

1. Race, check all that apply: ☐ White ☐ Black, African-American ☐ Native Hawaiian/Pacific Islander ☐ Hispanic/Latino
☐ American Indian/Alaska Native ☐ Asian ☐ Other Race, please specify _____

CALIFORNIA LAW PROHIBITS AN HIV TEST FROM BEING REQUIRED OR USED BY HEALTH CARE SERVICE PLANS AND INSURANCE COMPANIES AS A CONDITION OF OBTAINING COVERAGE.