

# Employee Group Enrollment Application



Instructions: Please complete all applicable areas of this application. Please print using black ink. Aspirus Health Plan, Inc. (“Aspirus” or “Insurer”) or Third-Party Administrator (“TPA”) does NOT guarantee approval of this application for any person, or issuance of a policy. When complete, please mail or email this application to the address shown on Page 5.

Section 1 – Employer Information <i>(to be filled out by employer)</i>				
Employer Name _____				
Group Number	Subgroup	Class	Department	
Section 2 – Employee Information				
First Name		Middle Initial	Last Name	
Mailing Address			Apartment/Suite Number	Social Security Number
City			State	Zip Code
Daytime Phone Number	Email Address			Date of Birth
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		Employee Start Date	Hours Worked Per Week
Race or ethnicity		What primary language is spoken in your home?		
<input type="checkbox"/> Caucasian/White <input type="checkbox"/> African American/Black <input type="checkbox"/> Alaskan <input type="checkbox"/> American Indian or Native <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Southeast Asian <input type="checkbox"/> Two or more races <input type="checkbox"/> Other _____		<input type="checkbox"/> English <input type="checkbox"/> Albanian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Hmong <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Pennsylvania Dutch <input type="checkbox"/> Polish <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Tagalog <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other _____		

Section 3 – Reason for Application
<input type="checkbox"/> New Employee <input type="checkbox"/> New Group Enrollee <input type="checkbox"/> New Enrollee due to Annual Open Enrollment ( <b>application must be received prior to the policyholder’s anniversary date</b> ) <input type="checkbox"/> Special Enrollment due to: <b>Please provide the date of the qualifying event</b> _____ <input type="checkbox"/> Involuntary loss of Minimum Essential Coverage for any reason other than fraud, intentional misrepresentation of a material fact or failure to pay premium <input type="checkbox"/> Marriage <input type="checkbox"/> Birth <input type="checkbox"/> Adoption or placement for adoption or appointment of legal guardianship <input type="checkbox"/> Other _____ <input type="checkbox"/> COBRA—Reason _____ Start Date _____ Termination Date _____ <input type="checkbox"/> Add Dependent(s) <input type="checkbox"/> Changing _____ to _____ Effective Date _____ <input type="checkbox"/> Change Benefit Plan—Current _____ Change to _____ <input type="checkbox"/> Change Network Option—Current _____ Change to _____ <input type="checkbox"/> Deleting Coverage (Explain) _____ <input type="checkbox"/> Other—Please indicate _____

### Section 4 – Type of Health Coverage Requested

Type of Coverage	Applying For	Waiving/Declining Coverage For
<input type="checkbox"/> _____	<input type="checkbox"/> Myself	<input type="checkbox"/> Myself
<input type="checkbox"/> _____	<input type="checkbox"/> My Spouse	<input type="checkbox"/> My Spouse
<input type="checkbox"/> _____	<input type="checkbox"/> My Dependents	<input type="checkbox"/> My Dependents
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		

### Section 5 – Applicant Enrollment Information

Please complete the following for all family members who are applying for coverage. If additional space is needed, please attach a separate sheet with completed information.

Dependent Name		Sex	Social Security Number	Relationship to Applicant	Height	Weight	Date of Birth
First	MI	<input type="checkbox"/> Male					
Last		<input type="checkbox"/> Female					
First	MI	<input type="checkbox"/> Male					
Last		<input type="checkbox"/> Female					
First	MI	<input type="checkbox"/> Male					
Last		<input type="checkbox"/> Female					
First	MI	<input type="checkbox"/> Male					
Last		<input type="checkbox"/> Female					
First	MI	<input type="checkbox"/> Male					
Last		<input type="checkbox"/> Female					

### Section 6A – Medical Information

1. **Total Disability.** Is anyone named in this application now disabled or unable to perform normal work- or age-related activities?  Yes  No  
If yes, please identify names, conditions, dates of disability, and name and address of attending physician.

2. Within the past six months, has anyone named in this application who is age 21 or over used tobacco regularly (four or more times per week on average)?  Yes  No  
If yes, please list which applicants: \_\_\_\_\_

**Section 6B – Medical Information—Health Questionnaire**

**DO NOT COMPLETE THIS SECTION IF YOU ARE ENROLLING AS A NEW HIRE OR LATE ENROLLEE INTO AN EXISTING PLAN.** If you are enrolling for coverage(s) as part of a new group, please fill out the appropriate subsection below according to the number of employees enrolled in the group plan. Please note: you are required to forward to the Insurer or TPA any changes and/or dependents in your or any family member’s health history that occur prior to your receipt of our written underwriting decisions on this application.

**1. Groups 250+ Enrolled Employees**

Is anyone named on this application being considered for, on a list for, or scheduled for a transplant?  Yes  No

**2. Groups with 26 to 249 Enrolled Employees**

- a. Within the last 24 months, has anyone named in this application consulted, received treatment, had medication prescribed by a doctor, psychiatrist, psychologist, or other practitioner, or been diagnosed for: (a) cancer, (b) stroke, (c) diabetes, (d) heart or vascular disease, (e) multiple sclerosis, (f) muscular or systemic disease (such as arthritis or lupus), (g) transplant, (h) liver, kidney, lung, or intestinal disorder (except genetic testing results), (i) blood disorder, or (j) Acquired Immune Deficiency Syndrome (AIDS) or AIDS-Related Complex (ARC)? (AIDS tests received at anonymous counseling and testing sites or through home test kits need not be revealed. We are not seeking the results of HIV antibody Test.)  Yes  No
- b. Are you or any dependent (even if not listed on application) pregnant or been advised in the last 12 months that hospitalization, surgery, or treatment is needed or pending?  Yes  No (If yes, expected due date is: \_\_\_\_\_)
- c. Are you or any dependent named in this application currently taking any prescribed medications?  Yes  No

**3. Groups with 2 to 25 Enrolled Employees**

- a. Are you or any other dependent (even if not listed on application) currently pregnant?  Yes  No  
(If yes, expected due date is: \_\_\_\_\_)
- b. Is anyone named in this application currently taking any medications recommended or prescribed by a physician or other health care practitioner?  Yes  No
- c. Has anyone named in this application had medication recommended or prescribed by a physician or other health care practitioner within the past 12 months?  Yes  No
- d. Has anyone named in this application had a professional diagnosis of Acquired Immune Deficiency Syndrome (AIDS) or AIDS-Related Complex (ARC)? (AIDS tests received at anonymous counseling and testing sites or through home test kits need not be revealed. *We are not seeking the results of HIV Antibody Test.*)  Yes  No
- e. Within the last five years, has anyone named in this application been hospitalized or scheduled for hospitalization; had surgery or surgery scheduled; had a test or test scheduled; or been recommended to have a test or surgery that was not performed for any reason not already mentioned?  Yes  No
- f. Within the last five years, has anyone named in this application been counseled, consulted, or treated for any of the following conditions: (1) heart disease or disorder; (2) stroke; (3) circulatory disorder; (4) high blood pressure; (5) diabetes; (6) connective tissue disorder; (7) allergies; (8) asthma; (9) emphysema; (10) sinus; (11) nasal or lung disease or disorder; (12) ulcers; (13) stomach or intestinal disorder; (14) thyroid disorder; (15) adrenal disorder; (16) enlargement of the lymph nodes; (17) menstrual or gynecological disorder; (18) infertility; (19) sexual dysfunction; (20) arthritis; (21) back, joint, or muscle disorder; (22) ear, skin, or eye disorder; (23) cancer; (24) tumor; (25) abnormal growth; (26) nervous system disorder (including attention deficit and psychological disorders and multiple sclerosis); (27) headaches; (28) seizures; (29) epilepsy; (30) hepatitis; (31) liver disorder; (32) kidney, bladder, or prostate disorder; (33) hernia; (34) rectal disorder; (35) anemia; (36) blood disorder; (37) the use of alcohol, chemicals, or drugs (been advised to cease or decrease use of); or (38) transplant.  
 Yes  No If yes, please indicate which conditions using the corresponding numbers from above:

4. In the spaces below, please list medications and provide full details to questions for which you answered “yes” above. If you need additional space, please attach a separate sheet of paper.

Question Number	Family Member	Treatment Date	Identify the medication, condition, its duration, treatment, and degree of recovery	Name/Address of Attending Physician

## Section 7 – Information Regarding Other Health Coverage and Medicare

Does any person applying for coverage currently have other individual or group health coverage?  Yes  No

If yes, please provide coverage information below. If additional space is needed, please attach a separate sheet with completed information.

Policyholder Information	Name, Address, and Phone Number of Insurance Company/Plan Type	Policy Number	Type of Coverage	Effective Date of Coverage
Name _____ <input type="checkbox"/> Employee <input type="checkbox"/> Spouse Date of Birth _____			<input type="checkbox"/> Single <input type="checkbox"/> Family	
			<input type="checkbox"/> COBRA	COBRA Effective Date _____ COBRA Termination Date _____
Name _____ <input type="checkbox"/> Employee <input type="checkbox"/> Spouse Date of Birth _____			<input type="checkbox"/> Single <input type="checkbox"/> Family	
			<input type="checkbox"/> COBRA	COBRA Effective Date _____ COBRA Termination Date _____

Are you or any of your family members eligible for Medicare?  Yes  No

If yes, please complete the following or attach a copy of your Medicare card.

Name of person covered by Medicare _____	Medicare Card Number _____
Is Medicare eligibility due to: <input type="checkbox"/> Over age 65 <input type="checkbox"/> End-Stage Renal Disease (ESRD) <input type="checkbox"/> Total Disability	
Effective Dates: Part A _____ Part B _____ Part C (Medicare Advantage) _____ Part D _____	

## Section 8 – Health Coverage Waiver

If anyone named on this application is waiving or declining any coverage, please provide his/her name and check the reason he/she is waiving/declining:

Name(s) of person(s) waiving/declining \_\_\_\_\_

I am covered or will be covered under another plan that is not sponsored by my employer.

My dependents are covered or will be covered under another plan that is not sponsored by my employer.

Other \_\_\_\_\_

**Waiver:** I certify that I have been given the opportunity to apply for group coverage and decline to enroll as indicated on behalf of me and/or my dependents. I understand that by signing this waiver, I and/or my dependents forfeit the right to coverage.

I understand that if I am declining enrollment for myself or my dependents (including my spouse) because of other health coverage, I may in the future be able to enroll myself or my dependents in this plan, provided that I request enrollment within 31 days after my coverage ends. In addition, if I have a new dependent as a result of marriage, birth, adoption or placement for adoption, I understand that I may be able to enroll myself and my dependents provided that I request enrollment within 31 days after the marriage, birth or adoption. I further understand that, other than these qualifying events, if this form is submitted after the enrollment period, I cannot enroll until the next annual enrollment period if applicable.

\_\_\_\_\_  
Signature of Employee (required if waiving coverage)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Section 9 – Notice of Special Enrollment Rights for Health Coverage

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose coverage (or if the employer stopped contributing toward you or your dependent's other coverage).

Loss of coverage events include, but are not limited to: (a) the person no longer lives, resides, or works within his or her HMO service area, the HMO does not provide coverage for that reason, and there is no other coverage under the plan for the individual; (b) a dependent loses dependent status because he or she attains a particular age; (c) the plan no longer offers any benefits to a class of similarly situated individuals (such as if the plan terminates coverage for all part-time workers); and (d) a benefit package option terminates or the issuer stops operating in the group market.

However, you must request enrollment within 31 days (or 60 days for Medicaid eligibility, birth, or adoption of a child) after you or your dependent's other coverage ends (or after the employer stops contributing toward the other coverage).

In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and other dependents. However, you must request enrollment within 31 days after the marriage, birth, adoption, or placement for adoption.

**This notice is for informational purposes only and is informing you of your special enrollment rights.**

## Section 10 – Terms and Conditions

I hereby enroll for coverage under the insurance coverage(s) for which I am presently eligible, or for which I may become eligible. I understand and agree that the information obtained by using this Application will be used by Insurer or TPA to determine eligibility for benefits. I, on behalf of myself, my spouse, and my dependent child(ren), if any, named herein, agree to cooperate in providing Insurer or TPA with information needed to process this Application.

If any payroll deductions are required for this coverage, I authorize such deductions from my earnings. I reserve the right to revoke this deduction authorization at any time upon written notice to the employer.

An Application should not be submitted more than 45 days prior to the effective date. This document will become a part of the insurance contract when coverage is approved and issued.

I acknowledge that I have read and completed the entire Application. If I received assistance in reading or completing this Application, I have identified in the space provided below the person(s) who provided me with such assistance. I additionally agree that Insurer or TPA is not liable for any statement, representation, or other information provided to me, my spouse, or my dependent child(ren) that is not expressly contained in a written document provided by Insurer or TPA and signed by an authorized officer of the insurer or TPA. I agree that no insurance will be effective until the date specified by the company on the policy after this application has been accepted. I also understand that if I decline any coverage, future changes in coverage are NOT automatic and may be subject to Insurer or TPA's approval.

Name of Person Providing Assistance (if applicable) \_\_\_\_\_

## Section 11 – Acknowledgment and Signatures

I acknowledge that:

- This application becomes part of my Medical Coverage Agreement.
- The signatures shown below allow me, my spouse/domestic partner to release to Insurer or TPA information about any person listed on my Individual and Family plan application documents.
- Under the Health Insurance Portability and Accountability Act (HIPAA), Insurer or TPA, without my authorization, may only release limited information about my selection of a plan to my spouse/domestic partner, adult/minor children, producer, or anyone else.
- Insurer or TPA may collect, use, or disclose the nonpublic personal information of persons listed on this application as required or permitted by law and to conduct routine business functions such as determining eligibility for enrollment, reviewing prior coverage for waiting periods, paying claims, and, if appropriate, coordinating benefits, and fulfilling other legal obligations specified in my Medical Coverage Agreement.
- I have read and agree to the Terms and Conditions (Section 10) included with this application.

I declare that, to the best of my knowledge, all information I have provided with this application is true and complete, and that all of the persons for whom I am requesting enrollment are eligible for coverage. I understand that if I have made intentionally false or misleading statements on behalf of myself or any family members, the Medical Coverage Agreement may be canceled retroactively to its effective date. I further understand that it is a crime to knowingly provide false, incomplete, or misleading information for the purpose of fraudulently obtaining health coverage. Penalties may include imprisonment, fines, and denial of benefits.

**Documentation:** I am enclosing all documentation as required, including, if applicable, documentation to enroll due to a special qualifying event. Any missing information may delay processing of my application.

For more information on Special Enrollment Period requirements, please visit our website: [aspirushealthplan.com](http://aspirushealthplan.com).

**Signature:** This application has been signed by me and my spouse/domestic partner, if applicable.

If not the primary applicant, I am the:

- Parent
- Holder of Power of Attorney (attach legal documentation)
- Legal Guardian (attach legal documentation)

\_\_\_\_\_  
Primary applicant/(parent/legal guardian) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse/domestic partner/dependent signature (if applicable)

\_\_\_\_\_  
Date

### Contact Information

**Email to:** [Enrollment@aspirushealthplan.com](mailto:Enrollment@aspirushealthplan.com)

**Mail to:** Aspirus Health Plan, Inc., Attn: Enrollment, P.O. Box 1890, Southampton, PA 18966

**Call:** 866-631-5404 or **Visit:** [aspirushealthplan.com](http://aspirushealthplan.com)

# Nondiscrimination & Language Access Policy



Discrimination is Against the Law. Aspirus Health Plan, Inc. complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex, (including sex characteristics, including intersex traits; pregnancy or related conditions; sexual orientation, gender identity and sex stereotypes), consistent with the scope of sex discrimination described at 45 CFR § 92.101(a)(2). Aspirus Health Plan, Inc. does not exclude people or treat them less favorably because of race, color, national origin, age, disability, or sex.

Aspirus Health Plan, Inc.:

Provides people with disabilities reasonable modifications and free appropriate auxiliary aids and services to communicate effectively with us, such as:

- Qualified sign language interpreters.
- Written information in other formats (large print, audio, accessible electronic formats, other formats).

Provides free language assistance services to people whose primary language is not English, which may include:

- Qualified interpreters.
- Information written in other languages.

If *you* need reasonable modifications, appropriate auxiliary aids and services, or language assistance services, contact the Nondiscrimination Grievance Coordinator at the address, phone number, fax number, or email address below.

If *you* believe that Aspirus Health Plan, Inc. has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, *you* can file a *grievance* with:

Nondiscrimination Grievance Coordinator  
Aspirus Health Plan, Inc.  
PO Box 1890  
Southampton, PA 18966-9998  
Phone: 1-866-631-5404 (TTY: 711)  
Fax: 763-847-4010  
Email: customerservice@aspirushealthplan.com

*You* can file a *grievance* in person or by mail, fax, or email. If *you* need help filing a *grievance*, the Nondiscrimination Grievance 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 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 <http://www.hhs.gov/ocr/office/file/index.html>. This notice is available at Aspirus Health Plan, Inc.'s website: [https://aspirushealthplan.com/webdocs/70021-AHP-NonDiscrim\\_Lang-Assist-Notice.pdf](https://aspirushealthplan.com/webdocs/70021-AHP-NonDiscrim_Lang-Assist-Notice.pdf).

## Language Assistance Services

**Albanian:** KUJDES: Nëse flitni shqip, për ju ka në dispozicion shërbime të asistencës gjuhësore, pa pagesë. Telefononi në 1-866-631-5404 (TTY: 711).

**Arabic:** تنبيه: إذا كنت تتحدث اللغة العربية، فإن خدمات المساعدة اللغوية متاحة لك مجاناً. اتصل بن اعلى رقم الهاتف 1-866-631-5404 (رقم هاتف الصم والبك : 711)

**French:** ATTENTION: Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-866-631-5404 (ATS: 711).

**German:** ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-866-631-5404 (TTY: 711).

**Hindi:** यान द: य द आप िहंदी बोलते ह तो आपके िलए मु त म भाषा सहायता सेवाएं उपल ध ह | 1-866-631-5404 (TTY: 711) पर कॉल कर |

**Hmong:** LUS CEEV: Yog tias koj hais lus Hmoob, cov kev pab txog lus, muaj kev pab dawb rau koj. Hu rau 1-866-631-5404 (TTY: 711).

**Korean:** 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-866-631-5404 (TTY: 711) 번으로 전화해 주십시오.

**Polish:** UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1-866-631-5404 (TTY: 711).

**Russian:** ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-866-631-5404 (телефайп: 711).

**Spanish:** ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-866-631-5404 (TTY: 711).

**Tagalog:** PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nangwalang bayad. Tumawag sa 1-866-631-5404 (TTY: 711).

**Traditional Chinese:** 注意: 如果您使用繁體中文, 您可以免費獲得語言援助服務。請致電 1-866-631-5404 (TTY: 711)

**Vietnamese:** CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-866-631-5404 (TTY: 711).

**Pennsylvania Dutch:** Wann du Deutsch (Pennsylvania German / Dutch) schwetzsch, kannscht du mitaus Koschte ebbergricke, ass dihr helft mit die englisch Schprooch. Ruf selli Nummer uff: Call 1-866-631-5404 (TTY: 711).

**Lao:** ໂປດຊາບ: ຖ້າວ່າ ທ່ານເວົ້າພາສາ ລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສັຍຄ່າ, ແມ່ນມີພ້ອມໃຫ້ທ່ານ. ໂທສ 1-866-631-5404 (TTY: 711).