



# Aetna AFA Medical and Stop Loss Employee Enrollment/Change Form

Effective Date	Date of Hire	Member ID Number (if available)
----------------	--------------	---------------------------------

**Employer Name** \_\_\_\_\_ **Instructions:** You, the employee, must complete the application in full or it will be returned to you, resulting in a delay in processing. You are solely responsible for its accuracy and completeness. **If waiving coverage, please complete Sections A and F.**

<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire/Reinstatement <input type="checkbox"/> New Group Enrollment <input type="checkbox"/> Late Enrollment <input type="checkbox"/> Waiver <input type="checkbox"/> Open Enrollment <input type="checkbox"/> Other _____	<input type="checkbox"/> Change of Coverage <input type="checkbox"/> Add Spouse <input type="checkbox"/> Add Civil Union (state specific) <input type="checkbox"/> Add Domestic Partner (state specific) <input type="checkbox"/> Add Dependent Child <input type="checkbox"/> Name Change <input type="checkbox"/> Other _____	<input type="checkbox"/> Employee Termination <input type="checkbox"/> Remove Spouse <input type="checkbox"/> Remove Civil Union (state specific) <input type="checkbox"/> Remove Domestic Partner (state specific) <input type="checkbox"/> Remove Dependent Child <input type="checkbox"/> Cancel Coverage	<input type="checkbox"/> <b>COBRA for:</b> <input type="checkbox"/> Employee <input type="checkbox"/> Dependent Length of Continuation: <input type="checkbox"/> 18 <input type="checkbox"/> 36 <input type="checkbox"/> Other _____ Original Qualifying Event Date _____ Qualifying Event _____ Reason _____
--	---	---	--

## A. Employee Information

Social Security Number	Last Name, First Name, M.I.	Home Telephone	Email Address (if we may correspond with you via email)
Home Address	Apt. No.	City, State	ZIP code
Work Address	City, State	ZIP code	Work Telephone
Number of Hours Worked Per Week _____	Check One: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> 1099 <input type="checkbox"/> Retiree <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> COBRA <input type="checkbox"/> Union		

## B. Medical Coverage Selection

Plan Option \_\_\_\_\_

## C. Dependent Information – List any dependent living at another address.

Name	Address	Name	Address
------	---------	------	---------

## D. Other Medical Coverage – List any individuals who will have other health insurance at the same time as this coverage.

Name of Person	Carrier Name	Name of Person	Carrier Name

## E. Medicare Coverage – List individuals covered by Medicare.

Name of Person	Medicare Part A	Medicare Part B	Medicare Part D	Over Age 65	Disability	End-Stage Renal Disease Effective Date
	<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	

## F. Decline/Waive – To be completed if medical coverage is declined or refused by an eligible employee and/or their eligible family members.

<b>Medical Coverage Declined for:</b> <input type="checkbox"/> Myself <input type="checkbox"/> Spouse/Civil Union/Domestic Partner <input type="checkbox"/> Children	<b>Reason for declining coverage</b> <input type="checkbox"/> Parental coverage <input type="checkbox"/> TRICARE <input type="checkbox"/> VA coverage <input type="checkbox"/> COBRA coverage <input type="checkbox"/> Medicare <input type="checkbox"/> Spousal/Civil Union/Domestic Partner group coverage <input type="checkbox"/> Retiree coverage <input type="checkbox"/> Medicaid <input type="checkbox"/> Another group plan provided by my employer	<input type="checkbox"/> Insurance through another job <input type="checkbox"/> Individual coverage – On or Off Exchange <input type="checkbox"/> Do not want <input type="checkbox"/> Other _____
---	---	---

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 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.

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

**G. Individuals Enrolling** – List individuals enrolling or adding/changing/removing coverage. If more space is needed check here  and use a separate sheet of paper

(A)dd (C)hange (R)emove	Name (Last, First, M.I.)	Sex (M/F)	Social Security Number	Birthdate (MM/DD/YYYY)	Height	Weight	Tobacco Use (including eCigarette devices)	Currently Taking Prescription Medication(s)	Incapacitated
	<input type="checkbox"/> Employee						<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"/> Spouse <input type="checkbox"/> Domestic Partner						<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"/> Child <input type="checkbox"/> Stepchild <input type="checkbox"/> Other						<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"/> Child <input type="checkbox"/> Stepchild <input type="checkbox"/> Other						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

I understand and agree that my employer's application will determine coverage and that there is no coverage unless and until Aetna approves both this enrollment form and the employer application. I agree that my employer or its agent may send this enrollment form to Aetna. I authorize all my doctors, pharmacies, hospitals and other health care providers ("Providers") to give Aetna any and all personal health information about me and others listed on this form. This authorization covers all health matters including those involving mental health, substance abuse and HIV/AIDS. 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 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.

I certify that all information and statements on this enrollment form are true and complete to the best of my knowledge and that I have authority to make statements on behalf of any dependents listed on this form. I am employed by the employer on page 1 and working full-time for this employer.

**I understand that any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.**

Employee Signature	Date
--------------------	------