

**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.**



# Indiana Small Group Business (2 - 50 Eligible Employees) Employee Enrollment/Change Form

Applicant Social Security Number								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> </tr> </table>								

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 E.</b>							
Effective Date	<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire/Reinstatement	<input type="checkbox"/> Change of coverage <input type="checkbox"/> Add Spouse/Dependent Child <input type="checkbox"/> Name Change <input type="checkbox"/> Other _____	<input type="checkbox"/> Employee Termination <input type="checkbox"/> Remove Spouse/Dependent Child <input type="checkbox"/> Cancel Coverage	COBRA/State Continuation for: <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 _____					
Date of Hire	<input type="checkbox"/> New Group Enrollment <input type="checkbox"/> Late Enrollment <input type="checkbox"/> Other _____							Reason _____	

**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</b> - Check one. <input type="checkbox"/> Aetna Open Choice – PPO, Option _____ <input type="checkbox"/> Aetna Choice (Open Access) – POS, Option _____ <input type="checkbox"/> Aetna HMO - Option _____ <input type="checkbox"/> Aetna Out-of-State PPO				<b>2. Dental</b> - Check one. <input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2: <input type="checkbox"/> DMO or <input type="checkbox"/> PPO <input type="checkbox"/> Option 3: <input type="checkbox"/> Option 4: <input type="checkbox"/> DMO or <input type="checkbox"/> PPO <input type="checkbox"/> Option 5 <input type="checkbox"/> Option 6 <input type="checkbox"/> Aetna Out-of-State PPO  Before today, were you covered under this employer's dental plan? <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"/> Short Term Disability <input type="checkbox"/> Life & Disability Packaged Plan <hr/> Beneficiary Designation - <b>Full Name</b> (First, Middle, Last) <hr/> Beneficiary Social Security Number <hr/> Relationship to Employee				

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

Member Aetna ID Number (if available)	Last Name, First Name, M.I.	Job Title	Home Telephone	Primary Language Spoken (Optional)	
Home Address		Apt. No.	City, State		ZIP Code
Work Address		City, State		ZIP Code	Work Telephone
<b>Salary</b> \$ _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		Number 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	Number of Dependents Including Spouse

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

(A)dd (C)hange (R)emove	Name (Last, First, M.I.)	Sex M/F	Social Security Number	Birthdate (MM/DD/YYYY)	Height (ft. in)	Weight (lbs)	Incapacitated	Coverage Election	Other Health Coverage	Other Dental Coverage	Prior Dental Coverage	Primary Office ID Number (if applicable)	Current Patient	Dental Office ID Number (if applicable)	Current Patient
Employee 1.							Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Life/Dis	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>		Yes <input type="checkbox"/>
Spouse 2.							N/A	<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 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"/>

**D. 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.)

<b>Employee 1.</b> <input type="checkbox"/> White - 01 <input type="checkbox"/> African American or Black - 02 <input type="checkbox"/> Hispanic or Latin - 03 <input type="checkbox"/> Asian - 04 <input type="checkbox"/> Other - 05 _____	<b>Child 3.</b> <input type="checkbox"/> White - 01 <input type="checkbox"/> African American or Black - 02 <input type="checkbox"/> Hispanic or Latin - 03 <input type="checkbox"/> Asian - 04 <input type="checkbox"/> Other - 05 _____
<b>Spouse 2.</b> <input type="checkbox"/> White - 01 <input type="checkbox"/> African American or Black - 02 <input type="checkbox"/> Hispanic or Latin - 03 <input type="checkbox"/> Asian - 04 <input type="checkbox"/> Other - 05 _____	<b>Child 4.</b> <input type="checkbox"/> White - 01 <input type="checkbox"/> African American or Black - 02 <input type="checkbox"/> Hispanic or Latin - 03 <input type="checkbox"/> Asian - 04 <input type="checkbox"/> Other - 05 _____

**E. 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.**

<p><b>1. Medical Coverage Declined for:</b>  <input type="checkbox"/> Myself   <input type="checkbox"/> Spouse   <input type="checkbox"/> Dependents</p> <p><b>2. Dental Coverage Declined for:</b>  <input type="checkbox"/> Myself   <input type="checkbox"/> Spouse   <input type="checkbox"/> Dependents</p>	<p><b>Reason for Declining Coverage</b> (If applicable, please attach front/back of your health coverage ID card.):</p> <input type="checkbox"/> Covered by spouse's group coverage - Carrier Name and ID Number _____ <input type="checkbox"/> Enrolled in other Insurance Carrier Plans - Carrier Name and ID Number _____ <input type="checkbox"/> Spouse covered by employer's group medical coverage <input type="checkbox"/> Spouse covered by employer's group dental coverage <input type="checkbox"/> Medicare <input type="checkbox"/> Covered by TRICARE or CHAMPVA <input type="checkbox"/> Other (Explain): _____
<p>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. Pre-existing conditions, when enrolled in other than an HMO plan, may not be covered for nine months.</p>	
<p><b>Please sign here ONLY if you are declining coverage for yourself or dependent(s).</b></p>	
<p><b>X Employee Signature</b></p>	<p><b>Date (Month/Day/Year)</b></p>

**F. Dependent Information**

<p>Does any dependent listed in Section C live at another address?      <input type="checkbox"/> Yes   <input type="checkbox"/> No          If Yes, who and what address?</p>	<p>If any dependent's last name differs from yours, explain the circumstances.</p>
---	--

**G. 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 employed?    Yes    No   If "Yes," provide name and address of spouse's employer.

**PROOF OF PRIOR COVERAGE – IMPORTANT (Required)**

Does anyone enrolling on this enrollment form have prior coverage?    Yes    No   If Yes, provide the information requested in the table below.

Proof of coverage must accompany this enrollment form for pre-existing condition credit if an employee is waiving coverage. 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. 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.

Name of Covered Individual	Carrier Name	Group Number	Start Date	Termination Date	Health	Dental
					<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

**H. Health Questionnaire for Groups Enrolling 2 - 19 Eligible Employees**

**Health History for Individuals and Their 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 and your dependents or the application will be returned.
- Incomplete applications may delay the effective date of your coverage.

**In the past five (5) years, has any person listed on the application seen a health care provider(s), had treatment recommended, received treatment, including prescription medications or been hospitalized for any of the following conditions listed below?**

	Yes	No
1. Heart attack, heart murmur, stroke, chest pain, high blood pressure, anemia, varicose veins or other disorders of the heart, blood, blood vessels or high cholesterol? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Ulcer, colitis, gallstones or any other disorder of the stomach, intestines, rectum, pancreas, liver or Hepatitis B/C? .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Cancer, cyst or tumor? .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Disorders of the kidneys, adrenal glands, thyroid glands, urinary systems, male or female organs, infertility, menstrual dysfunction or sexually transmitted disease (except AIDS/ARC)? .....	<input type="checkbox"/>	<input type="checkbox"/>
5. Asthma, emphysema, tuberculosis or any other disorders of the lungs or respiratory system? .....	<input type="checkbox"/>	<input type="checkbox"/>
6. Migraines, fainting spells, epilepsy, mental or nervous conditions, depression, paralysis or any disorder of the brain or nervous system? If epileptic, date of last seizure: ____/____/____ (month/day/year) .....	<input type="checkbox"/>	<input type="checkbox"/>
7. Lupus, arthritis, back trouble or any other disorder of the joints, muscles or bones, including prosthetic device or implants? .....	<input type="checkbox"/>	<input type="checkbox"/>
8. Any physical deformity, defect or congenital problem? .....	<input type="checkbox"/>	<input type="checkbox"/>
9. Has any person to be covered had or has been told they have an immune disorder, AIDS or AIDS-Related Complex? .....	<input type="checkbox"/>	<input type="checkbox"/>
10. Has any person been treated for alcoholism, other drug or substance abuse, including use of any illegal or controlled drugs, or been advised to seek treatment for the same? .....	<input type="checkbox"/>	<input type="checkbox"/>
11. Has any person been diagnosed with diabetes? If Yes, list date of diagnosis: ____/____/____ (month/day/year)..... <input type="checkbox"/> Insulin dependent <input type="checkbox"/> Non-insulin dependent	<input type="checkbox"/>	<input type="checkbox"/>

**IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS ABOVE YOU MUST COMPLETE SECTION J ON THE FOLLOWING PAGE.**

*Continued on next page*

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

**H. Health Questionnaire for Groups Enrolling 2 - 19 Employees (Continued)**

12. a. Is any female to be covered currently pregnant? If Yes, list due date: ____ / ____ / ____ (month/day/year) .....	Yes	No
b. Have there been any complications thus far? .....	<input type="checkbox"/>	<input type="checkbox"/>
c. Are multiple births expected? .....	<input type="checkbox"/>	<input type="checkbox"/>
d. If you are a male listed on this application, are you expecting a child with anyone, even if the mother is not listed on this application?.....	<input type="checkbox"/>	<input type="checkbox"/>
13. Has any applicant taken any prescribed medications in the past 12 months? If Yes, list below .....	<input type="checkbox"/>	<input type="checkbox"/>
14. In the last five (5) years, has any applicant had an abnormal physical exam or been advised to undergo further testing, surgery or treatment?..	<input type="checkbox"/>	<input type="checkbox"/>
15. In the last five (5) years, has any applicant been a patient in a hospital, clinic, surgical center, sanatorium or medical facility as an outpatient or inpatient (excluding childbirth)? .....	<input type="checkbox"/>	<input type="checkbox"/>
16. Does anyone named on this application use tobacco products, including cigarettes, pipe, cigar, or chewing tobacco?.....	<input type="checkbox"/>	<input type="checkbox"/>
17. In the last five (5) years, has any applicant had any medical condition or symptom diagnosed or treated by a physician not listed on this application?.....	<input type="checkbox"/>	<input type="checkbox"/>

IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS ABOVE YOU MUST COMPLETE SECTION J BELOW.

**I. Health Questionnaire for Groups Enrolling 20 – 50 Employees**

**Health History for Individuals and Their 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 and your dependents or the application will be returned.
- Incomplete applications may delay the effective date of your coverage.

In the past five (5) years, have you, your spouse or any of your dependents:	Yes	No
1. Had, consulted for, had treatment rendered, been advised to have treatment or been hospitalized for any of the following: Cardiovascular disease or heart attack; high blood pressure, stroke; disorder of the kidneys, stomach, intestines or liver; hepatitis; musculoskeletal conditions; mental or nervous condition; central nervous system disorder; diabetes; any disorder of the lungs or respiratory system; or cancer? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Has any person to be covered had or been told they have an immune disorder, AIDS or AIDS-Related Complex? .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you or any dependents to be covered visited a healthcare professional for any illness and/or medical condition resulting in medical expenses more than \$5,000 in the past 24 months? .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you or any dependent to be covered been advised in the last 12 months that hospitalization, surgery or treatment is needed or pending?	<input type="checkbox"/>	<input type="checkbox"/>
5. a. Is any female to be covered currently pregnant? .....	<input type="checkbox"/>	<input type="checkbox"/>
b. If you are a male listed on this enrollment form, are you expecting a child with anyone, even if the mother is not listed on this application? ...	<input type="checkbox"/>	<input type="checkbox"/>
6. Does anyone listed on this application use tobacco products, including cigarettes, pipe, cigar, or chewing tobacco? .....	<input type="checkbox"/>	<input type="checkbox"/>

IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS ABOVE YOU MUST COMPLETE SECTION J BELOW.

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

**J. Health Questionnaire - Details for "Yes" Responses in Sections H and I**

IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS IN SECTION H or Section I, YOU MUST COMPLETE THE FOLLOWING.

Please provide us with FULL DETAILS for each "Yes" answer to any condition(s) checked in Sections H and I. In addition, please give details below of last doctor visit and/or physical examination for ALL family members listed regardless of the date or reason. *(Insert additional sheets if necessary.)*

Question Number	Name of Individual	Condition/Diagnosis	Date of Onset	Date Treatment Ended	Medication Prescribed	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
							<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

*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. or Aetna Health of Illinois Inc.
  - Aetna PPO Plan: Aetna Life Insurance Company
  - Life, Accidental Death & Dismemberment, disability, dental and all other coverages: Aetna Life Insurance Company
  - Aetna POS plans are underwritten by Aetna Health of Illinois Inc. or Aetna Health Inc. and Aetna Health 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 and approved by Aetna. Even if this application is approved, any intentional and material misstatements or omissions that amount to fraud may result in future claims being denied and the policy or my coverage under the policy being rescinded or reevaluated, as of the effective date, for eligibility and rating purposes except as otherwise provided by law.

**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 Application 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 Application, 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. I understand that this authorization is provided under state law and that it is not an "authorization" within the meaning of the federal Health Insurance Portability and Accountability Act. This authorization will remain valid for the term of the coverage and for 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 or 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, dependents or myself may not be covered for 9 months.

## Authorization

8. I authorize the substitution of generic pharmaceuticals for the brand-name products, as provided by law, for prescriptions filled under any pharmacy benefit.

## Misrepresentation

9. 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.

I represent that all information supplied in this form is true and complete. I have read and agree to the Conditions of Enrollment, Authorization and Misrepresentation on this Indiana Small Group Business (2 - 50 Eligible Employees) 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 at least 30 hours per week for this employer at the regular place of business.

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