



MASSACHUSETTS

Thank you for choosing a Blue Cross Blue Shield plan.

Please take a few minutes to help us set up your membership by filling out the attached enrollment form.

Before You Begin

Please carefully read the instructions below.

For members of HMO Blue,[®] Network Blue,[®] Blue Choice,[®] HMO Blue New England,SM or Blue Choice New EnglandSM: You're required to choose a primary care physician (PCP) when you enroll. Please choose a PCP from your plan's provider directory. Be sure to read "PCP ID #" in Section 2. List your PCP choice on your enrollment form. The PCP ID number can also be found by visiting bluecrossma.com and selecting **Find a Doctor**.

For Access BlueSM Members: Although you're not required to choose a PCP, we recommend you choose one by following the instructions in Section 2 on the back of this page.

Important: Are you covered by Medicare or other insurance? We need to know if you or any family member listed have Medicare and/or other insurance in addition to your Blue Cross Blue Shield of Massachusetts plan. Please be sure to check either Y (for yes) or N (for no) in the correct box. This information will help us accurately coordinate your benefits. Please follow the instructions in Sections 2 and 3.

Please print two copies of your completed application. Keep one for your records and give the other to your employer to sign and mail to Blue Cross Blue Shield of Massachusetts. In order to complete your enrollment request, your employer is required to sign the application.

Special Instructions for Student Coverage: If you're seeking coverage for a full-time student dependent over age 19, you may need to fill out a Student Certificate form. Check with your employer to see if this coverage is available.

Instructions

Section 1 To Be Filled Out By Your Employer

Your employer will fill out this section.

Type of Transaction—Check the box(es) that apply.

Subscriber Cancellation Codes. If the subscriber won't be continuing any Blue Cross Blue Shield coverage, carefully select one of the following and indicate the three-digit code on the form.

Code #	Reason for Canceling	Code #	Reason for Canceling
041	• Changing to other health plan • Voluntary termination • COBRA cancellation (under 18 months or nonpayment)	061	• Left employment • COBRA ending
042	• Over 65, changing to Group Medex® plan. (Requires Medicare A and B) • Over 65, changing to direct-pay Medex plan. (Requires Medicare A and B) • Over 65, changing to Medicare supplement other than Medex plans.	063	• Transfer
043	• Medicare (age $\leq$ 65)	064	• Cancellation as of original effective date
		070	• Deceased
		071	• Moved out of state (out of HMO service area)
		076	• Military service

Note: If your subscribers are adding or dropping one benefit only (medical/dental), please indicate “add medical,” “add dental,” “cancel medical,” or “cancel dental” in the “Remarks” section.

If your new hires are subject to a probationary period, please indicate the time frame in the “Remarks” section, as well as the qualifying events for new enrollees.

If a subscriber is being moved from an active group to a retiree group (within the same account), this is a transfer and not a termination. Please include the Medical or Dental Group # transferring to.

Cancellation date will be the first day of no coverage.

Qualifying Events—Remarks:

To assist in the enrollment process, please use check boxes or write in applicable information in the “Remarks” section of the form.

- Open Enrollment—Check this box for open enrollment.
- New Hire—Check this box for new hires to the company.
- COBRA—Check this box if person is continuing coverage under COBRA.
- Add Spouse—Check this box if spouse is being added. Ensure date of marriage is within approved retroactive period.
- Add Dependent—Check this box if adding any dependent.
- Loss of Coverage—Check this box if employee lost coverage through spouse or parent. Please include HIPAA Continuous of Coverage Letter from prior company/insurer. If you have questions, contact your account service representative.
- Other—Check this box if change to family requires additional explanation. Please write in the reason for change (e.g., court order, adoption, New Dependent Law under HCR, legal guardianship, etc.). Include supporting documentation. If you have questions, contact your account service representative.

Section 2 Yourself (Member 1)

Please fill in all information that applies to you. (REQUIRED)*

PCP ID#—If your health plan requires you to choose a primary care physician (PCP), please fill in this section. Write the PCP ID number (*not* the telephone number) of the doctor you have chosen to coordinate your health care. You'll find the doctor's PCP ID number in the provider directory for your health plan. If you need help choosing a PCP, please call our Physician Selection Service at 1-800-821-1388. A representative will be happy to help you select a doctor. PCP ID number can be found at bluecrossma.com, select **Find a Doctor**.

Other Insurance—Do you have other health insurance or Medicare in addition to your Blue Cross Blue Shield plan? Please be sure to circle either **Y** (for *yes*) or **N** (for *no*) in the correct box. If you have other insurance, please write the name of the other insurance company and your member identification number.

To Add or Delete a Member—Are you adding or deleting a member under your existing membership? If yes, please fill in the areas in Sections 1 and 2. You may need help from your employer to fill in Section 1. Then, give us the details about the members you're adding or deleting in Section 3 and/or Section 4.

Section 3 Member 2

If you choose a **Family** membership, please fill in this section if you want Member 2 to be covered. (REQUIRED)* (Note: Member 2 cannot be covered under an **Individual** membership.)

Other Insurance—Does your spouse have other health insurance or Medicare? Please be sure to circle either **Y** (for *yes*) or **N** (for *no*) in the correct box. If your spouse or partner has other insurance, please write the name of the other insurance company and your member identification number.

Section 4 Your Eligible Dependents (Members 3, 4, and 5)

If you choose a **Family** membership, please fill in this section for all children or other eligible dependents you want to be covered. (REQUIRED)* (Note: dependents cannot be covered under an **Individual** membership.)

If you have more than three dependents to be covered, please use additional Enrollment Forms as needed. Please indicate on the form that additional forms have been used and write in the total number of dependents you want to be enrolled.

Section 5 Personal Savings Account

Your employer may have chosen to offer a personal savings account alongside your medical offering. Please consult your open enrollment materials and/or your HR department to determine if this applies to you.

For each option:

Start Date: Your start date will be considered established for tax purposes as of the start date of your medical plan, provided that you have signed, dated, and submitted the completed application for these accounts on or before that date.

End Date: Your end date is the date you choose to stop deposits into the selected financial account. If you have any questions, please see your employer.

Note: If you are transferring from one medical/dental plan to another plan, please complete Section 5 of the Enrollment and Change Form to let us know that you will be continuing your personal savings account.

Section 6 Signatures (Employer & Employee)

Employee: Please sign and date the application and return it to your employer. Employer: Please sign and date the application and return to

* Under the Affordable Care Act, we are required to collect the Social Security number for you and any dependent enrolling in your plan.

Please Read the Instructions
Before Filling Out This Form.



Enrollment and Change Form

Please TYPE OR PRINT CLEARLY using blue
or black ink to avoid coverage delay or type in information

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1. To Be Filled Out by Your Employer									
Company Name			Current Medical Group #:				Medical Group # Transferring To:		
Current BCBS ID #, If any		Requested Effective Date		Date of Hire		Current Dental Group #:		Dental Group # Transferring To	
		MM DD YYYY		MM DD YYYY					
Type of Transaction ☐ ADD ☐ CANCEL ☐ CHANGE ☐ TRANSFER			Remarks: (i.e., qualifying event for a new add, change to family or other instruction) ☐ Open Enrollment ☐ Change to Family ☐ Loss of Coverage (HIPAA Continuation of Coverage Letter required) ☐ New Hire ☐ Add Spouse ☐ Other: _____ ☐ COBRA ☐ Add Dependent						
Three digit termination code									
2. Yourself (Member 1)									
What products?		☐ Network Blue ☐ Dental Plan 1 ☐ Medicare HMO Blue ☐ xxxxxx		☐ Blue Choice New England ☐ Dental Plan 2 ☐ Medex 2 ☐ xxxxxx		☐ Blue Care Elect PPO ☐ xxxxxxxxxx ☐ Medicare RX (Part D) ☐ xxxxxx		Membership Type (Medical) ☐ Individual ☐ Family	
First Name		M.I.		Last Name		Sex		Date of Birth	
Street Address/ P.O. Box #		Apt. #		City/ Town		State		Zip Code	
Home Phone ()		Cell Phone ()		Email					
Social Security # (REQUIRED) ¹		Other Insurance? ² Y ☐ / N ☐		Other Insurance Company Name		Member Identification Number			
PCP ID # (see instructions)		Name of PCP		City / State		Is this your current PCP? Y ☐ / N ☐			
Are you covered by Medicare? ² Y ☐ / N ☐		Part A Effective Date MM DD YYYY		Part B Effective Date MM DD YYYY		Part D Effective Date MM DD YYYY		Medicare # ☐ 65+ ☐ Disabled ☐ ESRD	
						Actively Working? Y ☐ / N ☐		If Retired, Date	
3. Member 2 Please Check One: ☐ Spouse ☐ Divorced Spouse (court ordered) Plan Type: ☐ Medical ☐ Dental									
First Name		M.I.		Last Name		Sex		Date of Birth	
Social Security # (REQUIRED) ¹		Phone ()		Other Insurance? ¹ Y ☐ / N ☐		Other Insurance Company Name		Member Identification Number	
PCP ID # (see instructions)		Name of PCP		City / State		Is this your current PCP? Y ☐ / N ☐			
Are you covered by Medicare? ² Y ☐ / N ☐		Part A Effective Date MM DD YYYY		Part B Effective Date MM DD YYYY		Part D Effective Date MM DD YYYY		Medicare # ☐ 65+ ☐ Disabled ☐ ESRD	
						Actively Working? Y ☐ / N ☐		If Retired, Date	
4. Your Eligible Dependents (Member 3, 4 and 5)									
Dependent's First Name 3.)		M.I.		Last Name		Sex		Date of Birth	
Social Security # (REQUIRED) ¹		PCP ID # (see instructions)		Name of PCP					
Is this your current PCP? Y ☐ / N ☐		Full-time student and aged 19 or older ☐		Disabled and aged 26 or older ☐		Plan Type: ☐ Medical ☐ Dental			
Dependent's First Name 4.)		M.I.		Last Name		Sex		Date of Birth	
Social Security # (REQUIRED) ¹		PCP ID # (see instructions)		Name of PCP					
Is this your current PCP? Y ☐ / N ☐		Full-time student and aged 19 or older ☐		Disabled and aged 26 or older ☐		Plan Type: ☐ Medical ☐ Dental			
Dependent's First Name 5.)		M.I.		Last Name		Sex		Date of Birth	
Social Security # (REQUIRED) ¹		PCP ID # (see instructions)		Name of PCP					
Is this your current PCP? Y ☐ / N ☐		Full-time student and aged 19 or older ☐		Disabled and aged 26 or older ☐		Plan Type: ☐ Medical ☐ Dental			
Please check if you are using separate forms for additional dependent children ☐ Total # of dependents: _____									
5. Personal Savings Account									
☐ HSA: Health Savings Account		Start Date		End Date		FSA Goal Amount: Please see instructions for limits. \$			
☐ FSA: Health Flexible Spending Account		Start Date		End Date		Health: \$			
☐ FSA: Dependent Care Reimbursement Account		Start Date		End Date		Dependent care: \$			
6. Signature (Employer & Employee)									
The information here is complete and true. I understand that Blue Cross and Blue Shield will rely on this information to enroll me and my dependents or to make changes to my membership. I understand that I should read the subscriber certificate or benefit booklet provided by my employer to understand my benefits and any restrictions that apply to my health care plan. I understand that Blue Cross and Blue Shield may obtain personal and medical information about me to carry out its business, and that it may use and disclose that information in accordance with law. I acknowledge that I may obtain further information about the collection, use, and disclosure of my information in "Our Commitment to Confidentiality," Blue Cross and Blue Shield's notice of privacy practices.									
Employee's Signature		Date		Employer's Signature		Date			

1. REQUIRED: Under the Affordable Care Act, we are required to collect the Social Security number for you and any dependent enrolling in your plan.

Blue Cross Blue Shield of Massachusetts is an Independent Licensee of the Blue Cross and Blue Shield Association.