

Submit one of three ways: email, fax, or mail.  
See page 2 for more information.

## Enrollment and Change Form

### Rev 10/11/2022

Requested effective date

### Section 1: EMPLOYER/EMPLOYEE INFORMATION

<b>Employer name:</b>		<b>Employee Type:</b> <input type="checkbox"/> Licensed <input type="checkbox"/> Non-Licensed <input type="checkbox"/> Confidential / Municipal <input type="checkbox"/> Private School / Other	
<b>Group /division #:</b> (office use only)		<b>Employment status:</b> <input type="checkbox"/> Active <input type="checkbox"/> Continuation (COBRA)	
<b>Health Plan Selection:</b> <input type="checkbox"/> Platinum <input type="checkbox"/> Gold <input type="checkbox"/> Gold CDHP <input type="checkbox"/> Silver CDHP			
<b>Health coverage type:</b> <input type="checkbox"/> Employee only <input type="checkbox"/> Employee/spouse (including party to a civil union/domestic partner) <input type="checkbox"/> Employee/child(ren) <input type="checkbox"/> Family			
<b>Health care spending account:</b> <input type="checkbox"/> Health Reimbursement Arrangement (HRA): all plans <input type="checkbox"/> Health Savings Account (HSA): Silver CDHP only <input type="checkbox"/> None / Opt-out			
<b>Last name:</b>		<b>First name:</b>	
<b>Mailing address:</b>		<b>Social Security number**** (SSN):</b>	
<b>City:</b>		<b>State:</b>	
<b>Phone number:</b>		<b>Email address:</b>	
<b>Date of birth (DOB):</b>		<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
		<b>Marital status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married / party to a civil union <input type="checkbox"/> Domestic Partner**	
		<b>PCP Name</b> <span style="float: right;">NPI No.***</span>	
		Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> resides outside of BCBSVT provider network (no PCP required)	

### Section 2: NEW ENROLLMENT (Check one, then go to SECTION 4)

<input type="checkbox"/> Open enrollment	<input type="checkbox"/> New hire/re-hire	<input type="checkbox"/> Continuation of coverage (COBRA)	<input type="checkbox"/> Refusal	<input type="checkbox"/> Spouse turning age 65
<input type="checkbox"/> Transferred from another BCBSVT plan Transferring from certificate no. _____				

### Section 3: CHANGE/CANCELLATION

<b>Change:</b>		<b>Cancel:</b>	
Effective date _____		Date of cancellation _____	
<input type="checkbox"/> Birth	<input type="checkbox"/> Address change	<input type="checkbox"/> Voluntary cancel (signature required) _____	
<input type="checkbox"/> Adoption placement date _____	<input type="checkbox"/> Name change	<input type="checkbox"/> Left employment (group benefits manager signature) _____	
<input type="checkbox"/> Marriage/Civil Union	<input type="checkbox"/> PCP change	<input type="checkbox"/> Other (explain) _____	
<input type="checkbox"/> Divorce	<input type="checkbox"/> Court ordered change**		
	<input type="checkbox"/> Loss of coverage**		

### Section 4: LIST ALL DEPENDENTS BELOW TO BE ADDED OR REMOVED

Dependent Information **** Important note: SSN required for all members.			Primary Care Provider (PCP) Information (required)	
<input type="checkbox"/> Add <input type="checkbox"/> Remove (Spouse / party to a civil union / domestic partner)	SSN****	Gender	PCP Name	NPI No.***
Last Name First Name	DOB	<input type="checkbox"/> Male <input type="checkbox"/> Female	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> resides outside of BCBSVT provider network (no PCP required)	
<input type="checkbox"/> Add <input type="checkbox"/> Remove	SSN****	Gender	PCP Name	NPI No.***
Last Name First Name	DOB	<input type="checkbox"/> Male <input type="checkbox"/> Female	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> resides outside of BCBSVT provider network (no PCP required)	
<input type="checkbox"/> Add <input type="checkbox"/> Remove	SSN****	Gender	PCP Name	NPI No.***
Last Name First Name	DOB	<input type="checkbox"/> Male <input type="checkbox"/> Female	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> resides outside of BCBSVT provider network (no PCP required)	
<input type="checkbox"/> Add <input type="checkbox"/> Remove	SSN****	Gender	PCP Name	NPI No.***
Last Name First Name	DOB	<input type="checkbox"/> Male <input type="checkbox"/> Female	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> resides outside of BCBSVT provider network (no PCP required)	
<input type="checkbox"/> Add <input type="checkbox"/> Remove	SSN****	Gender	PCP Name	NPI No.***
Last Name First Name	DOB	<input type="checkbox"/> Male <input type="checkbox"/> Female	Are you a current patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> resides outside of BCBSVT provider network (no PCP required)	

Please see section 6 on page 2 for employee signature

Employer name:	Employee name:
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## Section 5: OTHER INSURANCE INFORMATION

If you obtain health insurance coverage with us, will you or any of your dependents be covered with another health or dental insurance plan (including Medicare or Medicaid)?

☐ **Yes** (please complete the applicable section below) ☐ **No**

<b>MEDICAL</b>	Insurance company (name and address)			<b>DENTAL</b>	Insurance company (name and address)		
	Policyholder name	Policy certificate no.	Group no.		Policyholder name	Policy certificate no.	Group no.
	Effective date	Type of coverage <input type="checkbox"/> 1-person <input type="checkbox"/> 2-person <input type="checkbox"/> Family			Effective date	Type of coverage <input type="checkbox"/> 1-person <input type="checkbox"/> 2-person <input type="checkbox"/> Family	

## Section 6: SUBSCRIBER SIGNATURE

I certify that the statements on this application and all information I've furnished is true and complete to the best of my knowledge. I authorize any health care provider to disclose to Blue Cross and Blue Shield of Vermont, or its designated agent, any information acquired in connection with my past or future care or treatment or that of any dependent named herein or hereafter added to my coverage. I understand that no right whatsoever is created by this application and that the same shall not be considered accepted unless and until the contract is actually issued by Blue Cross and Blue Shield of Vermont. I UNDERSTAND THAT MY BENEFITS ARE GOVERNED BY THE PROVISIONS OF MY VEHI BENEFITS DESCRIPTION AND OUTLINE OF COVERAGE.

**SIGN HERE**

► **Employee's signature** \_\_\_\_\_ **date** \_\_\_\_\_ ◀

**Return this form to your Central Office for processing. Central Office can submit one of three ways:**

<b>Email:</b> asinbox@bcbsvt.com	<b>Fax:</b> (802) 371-3329	<b>Mail:</b> Blue Cross and Blue Shield of Vermont P.O. Box 186 Montpelier, VT 05601-0186
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## NOTICE: Discrimination is Against the Law

Blue Cross and Blue Shield of Vermont (BCBSVT) complies with applicable federal and state civil rights laws and does not discriminate, exclude people or treat them differently on the basis of race, color, national origin, age, disability, gender identity or sex.

BCBSVT provides free aids and services to people with disabilities to communicate effectively with us. We provide, for example, qualified sign language interpreters and written information in other formats (e.g., large print, audio or accessible electronic format).

BCBSVT provides free language services to people whose primary language is not English. We provide, for example, qualified interpreters and information written in other languages.

If you need these services, please call (800) 247-2583. If you would like to file a grievance because you believe that BCBSVT has failed to provide services or discriminated

on the basis of race, color, national origin, age, disability, gender identity or sex, contact:

Civil Rights Coordinator  
Blue Cross and Blue Shield of Vermont  
PO Box 186  
Montpelier, VT 05601  
(802) 371-3394  
TDD/TTY: (800) 535-2227  
civilrightscoordinator@bcbsvt.com

You can file a grievance by mail, or email at the contacts above. If you need assistance, our civil rights 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  
Office for Civil Rights  
200 Independence Avenue, SW  
Room 509F, HHH Building  
Washington, D.C. 20201  
(800) 368-1019  
(800) 537-7697 (TDD)



**For free language-assistance services, call (800) 247-2583.**

ARABIC

للحصول على خدمات المساعدة  
اللغوية المجانية، اتصل على الرقم  
(800) 247-2583

CHINESE

如需免費語言協助服務，請致電  
(800) 247-2583

CUSHITE (OROMO)

Tajaajjila gargaarsa afaan  
hiikuu kaffaltii malee argachuuf  
(800) 247-2583 biibilaa.

FRENCH

Pour obtenir des services  
d'assistance linguistique gratuits,  
appelez le (800) 247-2583.

GERMAN

Kostenlose fremdsprachliche  
Unterstützung erhalten Sie  
unter (800) 247-2583.

ITALIAN

Per i servizi gratuiti di  
assistenza linguistica, chiamare  
il numero (800) 247-2583.

JAPANESE

無料の通訳サービスの  
ご利用は、(800) 247-2583  
までお電話ください。

NEPALI

निःशुल्क भाषा  
सहायता सेवाहरूका  
लागि, (800) 247-2583  
मा कल गर्नुहोस्।

PORTUGUESE

Para serviços gratuitos de  
assistência linguística, ligue  
para o (800) 247-2583.

RUSSIAN

Чтобы получить бесплатные  
услуги переводчика,  
позвоните по телефону  
(800) 247-2583.

SERBO-CROATIAN (SERBIAN)

Za besplatnu uslugu prevođenja,  
pozovite na broj (800) 247-2583.

SPANISH

Para servicios gratuitos de  
asistencia con el idioma,  
llame al (800) 247-2583.

TAGALOG

Para sa libreng mga serbisyo  
ng tulong pangwika, tumawag  
sa (800) 247-2583.

THAI

สำหรับการให้บริการ  
ความช่วยเหลือด้านภาษา  
ฟรี โทร (800) 247-2583

VIETNAMESE

Để biết các dịch vụ hỗ trợ  
ngôn ngữ miễn phí, hãy  
gọi số (800) 247-2583.

If you are adding a dependent child, age 26 or older, contact customer service at (800) 344-6690 for further instructions.

\* = Includes Party to a Civil Union or Domestic partner

\*\* = Additional Documentation Required

\*\*\* = See our "Find-a-Doctor" tool at

**[www.bcbsvt.com/findadoctor](http://www.bcbsvt.com/findadoctor)**

\*\*\*\* = SSN required for all members

(Federal mandate requires the collection of SSN)