aetna®

New Jersey Employee Enrollment/Change Request

For Employer Groups with 101 or More Employees

Aetna Dental Inc. / Aetna Life Insurance Company

Aetna DMO® and Advantage/Basic Dental Options are provided by or administered by Aetna Dental, Inc. and all other dental coverage is provided by or administered by Aetna Life Insurance Company.

Member Aetna ID Number (if available)

Employer Name	**INSTRUCTIONS:** 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. **If waiving coverage, please complete Sections C and F.**

A. Type of Activity – To Be Completed by Employer. To Add, Change, or Remove coverage for dependents over the limiting age, but less than 31, Aetna Form HINT Supplemental Enrollment Information Form Implementing P.L. 2005, c. 375, must be completed. ***Refer to instructions on Page 4 before completing this form. Please clearly.***

1. Enrollment

- ☐ New Hire
- ☐ Rehire/Reinstatement
- ☐ New Group Enrollment
- ☐ Late Enrollment
- ☐ Other _____

Effective Date ___/___/___

Date of Hire ___/___/___

2. Change – *Check all that apply.*

	Date of Event	Reason
☐ Change of Coverage	___/___/___	
☐ Add Spouse/Civil Union/ Domestic Partner/Dependent Child	___/___/___	
☐ Name Change	___/___/___	
☐ Other	___/___/___	
☐ Add/Change Primary Office ID Number or NPI Number	___/___/___	

NOTE: Employee must be enrolled for spouse/civil union/domestic partner/dependent(s) to have coverage.

3. Remove or Terminate – *Check all that apply.*

	Effective Date	Reason
☐ Employee Termination	___/___/___	
☐ Remove Spouse/Civil Union/ Domestic Partner/ Dependent Child*	___/___/___	
☐ Cancel Coverage	___/___/___	

NOTE: Employee must be enrolled for spouse/civil union/domestic partner/ dependent(s) to have coverage.

* Please complete *Add/Change/Remove* and *Name* columns in Section **D**.

4. Continuation of Coverage, i.e., COBRA, State, Total Disability

- Not all options are available or applicable. Contact Employer for available options.

☐ COBRA ☐ State Continuation ☐ Total Disability

Coverage for:

☐ Employee ☐ Spouse/Civil Union/Domestic Partner* ☐ Dependent(s)

Length of Continuation: ☐ 18 mos. ☐ 29 mos. ☐ 36 mos.

☐ Total Disability – Attach proof of total disability

Date of Loss of Coverage: ___/___/___

Date of Qualifying Event: ___/___/___

Reason: _____

*Civil Union/Domestic Partners are ineligible to make an election for COBRA continuation.

B. Dental Plan Options – Your selection must be offered by your employer.

Control/Group No.	Suffix	Account	Plan No.	Class Code

Check One.

- ☐ Indemnity Dental – Plan Option: _____
- ☐ DentalFund/HealthFund – Plan Option: _____
- ☐ Dental PPO – Plan Option: _____
- ☐ Dental EPP – Plan Option: _____
- ☐ DMO®/Advantage/Basic – Plan Option: _____
- ☐ FOC/Indemnity – Plan Option: _____
- ☐ FOC/PPO – Plan Option: _____
- ☐ FOC/DMO – Plan Option: _____

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

Social Security Number	Last Name, First Name, M.I.		Home Telephone	Primary Language Spoken (Optional)
Home Address	Apt. No.	City, State		ZIP Code
Work Address	City, State		ZIP Code	Work Telephone

Salary $	☐ Hourly ☐ Weekly ☐ Monthly	No. of Hours Worked Per Week	Check One: ☐ Full-Time ☐ Part-Time ☐ 1099 ☐ Retired ☐ Seasonal ☐ Temporary ☐ COBRA ☐ Union	Marital Status ☐ Married ☐ Single ☐ Civil Union Partner ☐ Domestic Partner	No. of Dependents Including Spouse/Civil Union/ Domestic Partner

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

NOTE: While the Federal Patient Protection and Affordable Care Act mandates coverage of dependent children up to age 26, your plan may allow coverage beyond age 26. Some exceptions apply. Please refer to your plan documents or contact your benefits administrator.

(A)dd (C)hange (R)emove	Last Name, First Name, M.I.	Sex M/F	Social Security Number	Birthdate MM DD YYYY	Disabled	Late Entrant	Other Dental Coverage	Dental Office ID Number (if applicable) / NPI Number	Current Patient	Previous Coverage Check if "Yes"
	1. Employee				Yes N/A	Yes ☐	Yes ☐	Office / NPI	Yes ☐	Yes ☐
	2. Spouse/Civil Union/Domestic Partner				N/A	☐	☐	Office / NPI	☐	☐
	3. Child				☐	☐	☐	Office / NPI	☐	☐
	4. Child				☐	☐	☐	Office / NPI	☐	☐

E. 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.)

Employee 1. ☐ White – 01 ☐ African American or Black – 02 ☐ Hispanic or Latino – 03 ☐ Asian – 04 ☐ Other – 05 _____

Spouse/Civil Union/Domestic Partner 2. ☐ White – 01 ☐ African American or Black – 02 ☐ Hispanic or Latino – 03 ☐ Asian – 04 ☐ Other – 05 _____

Child 3. ☐ White – 01 ☐ African American or Black – 02 ☐ Hispanic or Latino – 03 ☐ Asian – 04 ☐ Other – 05 _____

Child 4. ☐ White – 01 ☐ African American or Black – 02 ☐ Hispanic or Latino – 03 ☐ Asian – 04 ☐ Other – 05 _____

F. Declination/Waiver of Coverage - ***To be completed if dental coverage is declined or refused by an eligible employee and/or their eligible family members.***

Coverage Declined for: ☐ Myself ☐ Dependents ☐ Spouse/Civil Union/Domestic Partner

Reason for Declining Coverage *(If applicable, please attach front/back of your health coverage ID card.)*:

☐ Covered by Spouse/Civil Union/Domestic Partner's group coverage - Carrier Name and ID Number: _____

☐ Enrolled in other Insurance Plans – Insurance Company Name and ID: _____

☐ Medicare ☐ Covered by TRICARE or CHAMPVA ☐ Other (Explain): _____

☐ Spouse/Civil Union/Domestic Partner covered by employer's group dental coverage

I was given the opportunity to enroll in the dental plan offered by my employer and underwritten by Aetna Dental Inc. and/or Aetna Life Insurance Company; however, I refuse the above coverage(s). 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.

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

G. Dependent Information

Does any dependent listed in Section **D** live at another address? ☐ Yes ☐ No If "Yes," who and what address?

If any dependent's last name differs from yours, explain the circumstances.

H. Other/Previous Insurance

If you have checked "Yes" to Other Dental Coverage (Section **D**), 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/Civil Union/Domestic Partner employed? ☐ Yes ☐ No If "Yes," provide name and address of Spouse's/Civil Union/Domestic Partner's employer.

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

Does anyone age 19 or over enrolling on this enrollment form have prior coverage? ☐ Yes ☐ No

If "Yes," provide the information requested in the table below.

Proof of coverage should accompany this enrollment form for pre-existing condition credit if enrolling in other than an HMO plan. **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 coverage deduction, or
3. Copy of most recent premium bill from prior carrier.

Failure to provide Proof of Prior Coverage may subject you or a family member (age 19 or over) 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.

NOTE: If your Plan contains a pre-existing conditions provision, the pre-existing conditions exclusion and limitation will not apply to a person under 19 years of age.

Name of Covered Individual	Carrier Name	Group Number	Start Date	Termination Date	Dental
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No

If you have questions concerning the benefits and services provided by or excluded under this Plan, contact a Member Services representative at 1-800-323-9930 before or after signing this form.

I. Conditions of Enrollment

Applicant Acknowledgments and Agreements

On behalf of myself and the dependents listed in Section D, I agree to or with the following:

1. a) I authorize the sources stated below to give to Aetna Dental Inc. and/or Aetna Life Insurance Company or any consumer reporting agency acting on its behalf, information about me and my minor children, if applying for coverage. Such information will pertain to employment, other health coverage, and medical advice, treatment or supplies for any physical or mental condition. Authorized sources are any physician or medical professional; any hospital, clinic or other medical care institution; any carrier; any consumer reporting agency; any employer. **Please note that a consumer report includes information regarding the enrollee's character, general reputation, personal characteristics, and mode of living. If you would like a copy of your consumer report obtained by Aetna, you may contact Member Services. Aetna will provide a copy of the report upon request.**
   b) I understand that I may revoke this authorization at any time. I agree that such revocation will not affect any action which Aetna Dental Inc. and/or Aetna Life Insurance Company has taken in reliance on the authorization. I understand this authorization will not be valid after 30 months, if not revoked earlier.
   c) I know that I have a right to receive a copy of the authorization if I request one.
   d) I agree that a photocopy of this authorization is as valid as the original.
2. I acknowledge by enrolling in an Aetna plan, coverage is provided by Aetna Dental Inc. and/or Aetna Life Insurance Company in accordance with the contract.
3. Enrollment of myself and of the listed dependents into the plan is effective on acceptance by Aetna Dental Inc. and/or Aetna Life Insurance Company.
4. Coverage and benefits are contingent on timely payment of premiums and may be terminated as provided in the plan documents. My employer is hereby authorized to withhold payments from my wages, as appropriate.

Misrepresentation

5. Any person who includes any false or misleading information on an Enrollment/Change Request Form for a health benefits plan is subject to criminal and civil penalties.

J. Employee Signature

I represent that all the information supplied in this application is true and complete to the best of my knowledge and belief. I hereby agree to the conditions of enrollment contained in this Enrollment/Change Request form. I authorize deductions from my earnings for any required contributions.

Employee Signature - Required	*Employee E-mail Address (optional)*	*Date (Month/Day/Year)*
X		

K. Employer Verification – To be completed by Employer

Employer Signature – Required	*Title*	*Date (Month/Day/Year)*
X		

Employee copy may be used as temporary ID card for 30 days from the effective date if authorized by employer. Coverage must be verified with Aetna Dental Inc. or Aetna Life Insurance Company prior to visiting a specialist or admission to a hospital.

Please make a copy for your records. Visit us at www.aetna.com.

NOTE: To Add, Change, or Remove coverage for dependents over the limiting age, but less than 31, Aetna form HINT Supplemental Enrollment Information Form, Implementing P.L.2005,c.375, must be completed.

Instructions

Employer

- Complete **Section K - Employer Verification**.
- Employer must complete this section for all new enrollments, coverage changes and terminations.
- Employer must sign and date this Enrollment/Change Request form in order for it to be processed.

Employee – Complete Sections A – J

Section A – Type of Activity:

- Check boxes indicating reason(s) for submitting application.
- Employee must complete this section for all new enrollments, coverage changes and terminations.
- Employer must sign and date **Section K** of this Enrollment/Change Request form in order for it to be processed.

Section B – Dental Plan Options:

- Check one plan option box and indicate Plan Option (where applicable).
- Select only an option offered by your employer.

Section C – Employee Information: Complete **all** information in order for your application to be processed.

Section D – Individuals Covered:

- Do not complete this form for dependents over the limiting age, but less than 31; Aetna Form, HINT Supplemental Enrollment Information Form Implementing P.L. 2005, c. 375, must be completed.
- Add/Change/Remove - Use "A", "C", or "R" to indicate whether you are adding, changing or removing coverage for an individual.
- Print your full name along with the name(s) of your dependents, if applicable. Indicate Sex, Social Security Number and Birthdate for each individual listed.
- **Late Entrant** - If you are **not** enrolling within your employer's eligible enrollment period, check "Yes".
- If dependent is disabled and being continued beyond the limiting age, attach proof of disability.
- If you or your dependent(s) have other Dental coverage, check off the "Yes" box(es) and complete **Section H** - Other/Previous Insurance.
- From the appropriate provider directory, locate the **6-digit** office ID number for the dentist (if applicable). Indicate office ID number selection(s) on the form.
- You may obtain each provider's NPI number by contacting the provider directly. Providers with multiple office locations and individual providers who belong to more than one practice or provider entity may have more than one NPI number. You should confirm the correct NPI number for the specific provider and office location where you will be seen by contacting the office directly.
- If you are a current patient, please check the "Current Patient" box.
- If you had previous coverage, please check the “Previous Coverage” box.

Section E – Race/Ethnicity (Optional): Check the appropriate Race/Ethnicity code for each individual. If your Race/Ethnicity is “Other,” print the Race/Ethnicity for each individual in the space provided.

Section F – Declination/Waiver of Coverage: Complete this section if declining coverage for any eligible employee and/or their eligible family members. Employee must sign and date.

Section G – Dependent Information: Complete this section for all new enrollments or coverage changes.

Section H – Other/Previous Insurance: Complete this section for all new enrollments or coverage changes. Coverage includes group coverage, governmental coverage, a church plan or Medicare.

Section I – Conditions of Enrollment: Please read carefully.

Section J – Employee Signature:

- Complete this section for all new enrollments, coverage changes and terminations.
- Employee must sign and date the Enrollment/Change Request form in order for it to be processed.

Section K – Employer Verification:

- Employer must complete this section for all new enrollments, coverage changes and terminations.
- Employer must sign and date the Enrollment/Change Request form in order for it to be processed.