

<p>Questions? Please contact Customer Service at (860) 396-6489 Questions? Please contact Customer or (888) 779-6872</p>	<p>Cell Phone: _____ Home Phone: _____ Email: _____</p>
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<p>PRINT NAME: _____ ID #: _____</p>
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**FORM TO BE COMPLETED BY THE EMPLOYEE**

**Employee Information:**

Do you have healthcare or dental benefits through any other employee insurance plan, through any other group health plan including Medicare, State or Retirement Program? \_\_\_ Yes \_\_\_ No

If yes, please complete the following.

\_\_\_\_\_ COBRA Effective date \_\_\_\_\_  
 \_\_\_\_\_ Retiree Program Effective date \_\_\_\_\_  
 \_\_\_\_\_ State Medicaid Program Effective date \_\_\_\_\_  
 \_\_\_\_\_ Medicare Part A Effective date \_\_\_\_\_  
 \_\_\_\_\_ Medicare Part B Effective date \_\_\_\_\_  
 \_\_\_\_\_ Other: \_\_\_\_\_ Effective date \_\_\_\_\_

Medical	Dental	Vision

**Spouse Information (if applicable):**

Does your spouse work? \_\_\_ Yes \_\_\_ No Employer: \_\_\_\_\_

If yes, does your spouse have healthcare or dental benefits through their employer? \_\_\_ Yes \_\_\_ No

Does your spouse have healthcare or dental benefits through any other group health plan including Medicare, State or Retirement programs? \_\_\_ Yes \_\_\_ No

If yes, please complete the following:

\_\_\_\_\_ COBRA Effective date \_\_\_\_\_  
 \_\_\_\_\_ Retiree Program Effective date \_\_\_\_\_  
 \_\_\_\_\_ State Medicaid Program Effective date \_\_\_\_\_  
 \_\_\_\_\_ Medicare Part A Effective date \_\_\_\_\_  
 \_\_\_\_\_ Medicare Part B Effective date \_\_\_\_\_  
 \_\_\_\_\_ Other: \_\_\_\_\_ Effective date \_\_\_\_\_

Medical	Dental	Vision

**Dependent Information (if applicable):**

Do any of your children have other insurance? \_\_\_ Yes \_\_\_ No

Is other insurance a state Medicaid program? \_\_\_ Yes \_\_\_ No If yes, complete Sections A & B.

Is there a court order/divorce decree to determine health care coverage/custody responsibility? \_\_\_ Yes \_\_\_ No

If yes, attach copy of sections that apply to health care responsibility or custody and complete Sections A and B below.

**SECTION A-OTHER HEALTH INSURANCE INFORMATION**

Name of person responsible for child's health care coverage? \_\_\_\_\_

What is their date of birth? \_\_\_\_\_

Please list below all insurance policies and which family members are covered under each policy. Please include policies held by non-custodial or step parents if the policy covers your child:

<b>Policy Name</b>	<b>Medical/Dental/Vision</b>	<b>Effective Date</b>
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**SECTION B-CHILD CUSTODY INFORMATION**

<b>Child's name (first and last)</b>	<b>Who has custody?</b>
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With whom does the child reside? \_\_\_\_\_

**\*\*\*IMPORTANT\*\*\* Please also provide a copy of the insurance card(s) both front and back.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please be advised that payment of claims will not be released until the requested information is received. Further, failure to provide this information will result in the denial of your claims rendering you responsible for payment of these charges.**

Please complete, sign where indicated and mail your reply to the address listed above or fax to (860) 396-6157. If you have any questions, please call our Customer Service number at 888-779-6872. Please notify this department of any future changes in your coverage. Thank you for your cooperation.

**➔ FORMS CAN BE DROPPED OFF AT THE CUSTOMER SERVICE OFFICE AT EMPLOYEE ENTRANCE ◀**

<p><b>FOR OFFICE USE ONLY:</b> Date: _____ Time: _____ CSR: _____</p>
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