



**Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc. (KFHP-MAS)**  
 2101 East Jefferson Street  
 Rockville, MD 20852

**Kaiser Permanente Insurance Company (KPIC)**  
 One Kaiser Plaza  
 Oakland, CA 94612

**KFHP-MAS/KPIC SMALL GROUP ENROLLMENT AND CHANGE FORM  
 HMO PLAN AND FLEXIBLE CHOICE OFFERINGS**

**INSTRUCTIONS**

**Welcome**

Welcome to Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc. (KFHP-MAS or Kaiser Permanente) and Kaiser Permanente Insurance Company (KPIC). We look forward to receiving your Enrollment and Change form. If you have any questions concerning the benefits and services that are provided by or excluded under these plan offerings, please contact a Member Services representative at [1-800-777-7902] or [TTY 711] for the deaf, hard of hearing, or speech impaired before signing this form.

After you have completed this form, please sign and return it to your employer’s benefits office. **Do not send this form to Kaiser Permanente unless otherwise instructed.**

If you are enrolling in Medicare, there is a separate enrollment process. Please call a Member Services representative at [1-800-777-7902] or [TTY 711] for the deaf, hard of hearing, or speech impaired for more information.

**How to complete this form. Please print**

Use this form to enroll, waive, or change (add or delete) your family’s membership status. To be a subscriber, you must live, work, or reside within our service area and you must be an employee who meets all of your employer’s eligibility guidelines. **If you elect to waive coverage, you only need to complete Sections A and C.** If you have any questions, contact your employer’s benefits office.

**Section A: Applicant information**

Please provide information about yourself.

**Section B: Benefit plan requested**

Please provide information for the plan that you are selecting.

**Section C: Waiver of coverage**

Complete this section if you voluntarily elect to waive all insurance coverage offered by your employer. You will also need to read and sign this section.

**Section D: Family information**

Make sure your dependents, if offered by your employer, meet your group’s eligibility guidelines. If you have any questions, contact your employer’s benefits office.

**Maximum age/disabled dependent**

Please complete this section to list any dependents who exceed your employer’s maximum limiting age requirements or are disabled. You will be requested to provide additional information to document dependents that are indicated in this section.

**Dependents residing at another PERMANENT address**

Please use this section to document any dependents who have a permanent address other than that of the subscriber. You will be requested to provide additional information to document dependents that are indicated in this section. This section does not apply to dependents who are full-time students living in temporary housing while attending their classes.



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**Section E: Other coverage**

Tell us if you, your spouse/domestic partner, if offered by your employer, or other family dependents are covered by other group health insurance plans. This may occur when both spouses or domestic partners are employed and have health care benefits from one or more health plan(s). If you or your family are covered by more than one health plan, you may be able to save money while improving your coverage. If you are covered by two plans that include a Coordination of Benefit (COB) provision, you may be able to eliminate some of your out-of-pocket expenses for approved services now only partially covered by those plans. If the Coordination of Benefits provisions apply to you, your signature on this form will permit KFHP-MAS/KPIC to bill any other health care policy that is determined to be the primary carrier in accordance with the National Association of Insurance Commissioners (NAIC) guidelines including, but not limited to Medicare and Workers' Compensation, so long as you are enrolled in the primary plan and such plan remains primary to KFHP-MAS/KPIC plan. Your signature authorizes KFHP-MAS/KPIC and its employees to release any records or information with respect to any claim for covered services that may be requested by your other carrier. Such authorization shall be valid for the duration of coverage. For more information on Coordination of Benefits, please call a Member Services representative at [1-800-777-7902] or [TTY 711] for the deaf, hard of hearing, or speech impaired.

**Section F: Subscriber signature**

Review and sign this form. Before doing so, please make certain you have read all coverage materials. Failure to complete all relevant parts of this form may delay or prevent enrollment and the issuance of a member ID card.

**Section G: Employer Authorized Representative**

To be completed by the employer.

**MISREPRESENTATION**

Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. **In addition, KFHP-MAS/KPIC may deny insurance benefits if false information materially related to a claim was knowingly or willfully provided by the applicant.**



KAISER PERMANENTE SMALL GROUP ENROLLMENT AND CHANGE FORM
HMO PLAN AND FLEXIBLE CHOICE OFFERINGS

Company name, Effective date, Date of qualifying event, Group number.
New enrollment, Qualifying life event, Change of coverage, Employee termination.
A. APPLICANT'S INFORMATION: Must be completed by the employee.
EMPLOYEE LAST NAME, FIRST NAME, MI, SUFFIX.
ADDRESS, APARTMENT #, CITY, STATE, ZIP CODE, HOME PHONE, WORKPHONE.
Social Security Number, Date of Birth, Male/Female, Email Address.
Have you or any dependents requesting coverage ever been covered as a member of KFHP-MAS?
Check One: Full-Time, Part-Time.
If you do not physically work at your employer's address, please provide the address where you are currently working:

B. BENEFIT PLAN REQUESTED

Choose only one Small Group Health Plan selected by your employer (which includes pediatric dental essential health benefits and adult preventive and discounted dental benefits)

Table with columns: MEDICAL (Product, Service Delivery Options) and DENTAL ENHANCEMENTS (OPTIONAL) (Employer-selected adult dental rider). Rows include HMO, Deductible HMO, HDHP, Added Choice POS, and Flexible Choice.

Plan Selected:

[HMO], [HMO Plus- Signature Only], [Deductible HMO], [Deductible HMO Plus – Signature Only], [HDHP], [Added Choice POS], and [Flexible Choice] (Tier 1 - HMO) benefits are underwritten by KFHP-MAS. [Flexible Choice] (Tier 2 – PPO & Tier 3 - Out-of-network) benefits are underwritten by KPIC. For certain [HDHP] plans the employer is required to open and contribute to HSA or HRA accounts for employees.

**C. WAIVER OF COVERAGE**

<p><b>By completing this section, I acknowledge that I was given the opportunity to enroll in this plan of group health benefits offered by my employer. I refuse the following:</b></p> <p><input type="checkbox"/> All coverage  <input type="checkbox"/> Coverage for my spouse/domestic partner  <input type="checkbox"/> Coverage for my child(ren)</p> <p><i>I understand that if I or my dependents later wish to enroll for any of the coverage(s) refused, I/they will be required to submit documentation to support enrollment outside the Open Enrollment period and coverage may be subject to late enrollment provisions, as allowed by law and as directed by my employer.</i></p>	<p><b>Reason for refusal:</b></p> <p><input type="checkbox"/> Other group coverage sponsored by my spouse's/domestic partner's employer*  <input type="checkbox"/> Other group coverage sponsored by another organization*  <input type="checkbox"/> Medicare/Medicaid/TRICARE*  <input type="checkbox"/> Individual coverage*  <input type="checkbox"/> Parental coverage (must be under 26 or disabled)*  <input type="checkbox"/> Other reasons (please explain) _____</p>
<p><b>Waiving Employee Signature</b></p>	<p><b>Date</b></p>

**D. FAMILY INFORMATION – Must be completed by the employee**

If additional space is needed, please use another form and attach to this form.

<p><b>SPOUSE/ DOMESTIC PARTNER (If eligible under your plan)</b></p>			
<p>LAST NAME</p> <p>□□□□□□□□□□□□□□□□</p> <p>Social Security Number</p> <p>□□□-□□-□□□□□</p>	<p>FIRST NAME</p> <p>□□□□□□□□□□□□□□</p> <p>Date of Birth</p> <p>□□/□□/□□□□□</p>	<p>MI</p> <p>□</p>	<p>SUFFIX</p> <p>□□</p>
<p>Relationship</p> <p>Male Female</p>			
<p><b>CHILD LAST NAME</b></p>			
<p>□□□□□□□□□□□□□□□□</p> <p>Social Security Number</p> <p>□□□-□□-□□□□□</p>	<p>FIRST NAME</p> <p>□□□□□□□□□□□□□□</p> <p>Date of Birth</p> <p>□□/□□/□□□□□</p>	<p>MI</p> <p>□</p>	<p>SUFFIX</p> <p>□□</p>
<p>Relationship</p> <p>Male Female</p>			
<p><b>CHILD LAST NAME</b></p>			
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<p>Relationship</p> <p>Male Female</p>			
<p><b>CHILD LAST NAME</b></p>			
<p>□□□□□□□□□□□□□□□□</p> <p>Social Security Number</p> <p>□□□-□□-□□□□□</p>	<p>FIRST NAME</p> <p>□□□□□□□□□□□□□□</p> <p>Date of Birth</p> <p>□□/□□/□□□□□</p>	<p>MI</p> <p>□</p>	<p>SUFFIX</p> <p>□□</p>
<p>Relationship</p> <p>Male Female</p>			

**Are any of your listed dependents over the Groups' maximum age(s)?** If yes, please complete the following:

Name(s) (Last, First, MI)	Disabled*	Reason
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

\*Additional documentation may be required.

Do any of your dependents above permanently reside at another address?  Yes\*\*  No

If yes, please complete the following:

Dependent Last Name	First Name	M.I.
Home Address		Apt. Number
City	State	ZIP Code

\*\*If additional space is needed, please use another form and attach it to this form.

**E. OTHER COVERAGE**

Including yourself, list any person(s) below that have other health coverage:			
Name	Insurance Carrier Name	Policy Number	Telephone Number
Are you or any of your dependents eligible for Medicare? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**F. SUBSCRIBER SIGNATURE**

**Request for Enrollment**

I hereby apply, on behalf of myself and each dependent listed above for the health coverage indicated. If this form is accepted, coverage will be provided according to the terms and conditions of my employer's contract with KFHP-MAS/KPIC. I agree to be bound by that contract. If subscription charges are required by my employer, I agree to pay required subscription charges to my employer.

**Request for Cancellation**

I hereby request on behalf of myself and each dependent listed above, that my coverage be cancelled.

**WARNING: ANY PERSON WHO KNOWINGLY OR WILLFULLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR WHO KNOWINGLY OR WILLFULLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.**

**If you have any questions concerning the benefits and services that are provided by or excluded under this agreement, please contact a membership services representative before signing this enrollment form.**

I have carefully read this form and agree to its terms. The recorded answers on this form are, to the best of my knowledge and belief, full, complete, and true as of this date.

This information is subject to verification. Failure to complete any section may delay the processing of your form and/or claims payment.

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Employee/Applicant Signature

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Date

**G. EMPLOYER AUTHORIZED REPRESENTATIVE SIGNATURE**

*I hereby certify that this (these) enrollment(s) has (have) been reviewed and meet(s) all eligibility requirements.*

Printed or Typed Name	Title	Phone Number
Employer Signature		Date