KAISER PERMANENTE®

☐ **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

DC, MD, and VA MID/LARGE Employee Enrollment & Change Form

Welcome to Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc. (KFHP-MAS) or Kaiser Permanente and Kaiser Permanente Insurance Company (KPIC). **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 (TTY 711)] for the deaf, hard of hearing, or speech impaired before signing 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.

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 (TTY 711)]** for the deaf, hard of hearing, or speech impaired for more information.

SECTION A: Employee Information

Please provide information about yourself in the relevant sections.

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. Read and sign section C.

SECTION D: Family Information

Dependent(s) or child(ren) dependent of domestic partner must meet your group's eligibility guidelines. If you have any questions about coverage, contact your employer's benefits office.

SECTION E: Other Coverage

If you, your spouse or domestic/civil union partner[++] or other family dependents or child(ren) dependent of domestic partner 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 a COB provision applies 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 and Workers' Compensation, so long as you are enrolled in the primary plan and such plan remains primary to KFHP-MAS/KPIC plan.

Maximum age/disabled dependent
Please complete this section to list any dependents or child(ren) dependent of domestic partner who exceed your employer's maximum limiting age requirements or are disabled. You will be requested to provide additional information to document dependents or child(ren) dependent of domestic partner who are indicated in this section.

Dependents residing at another PERMANENT address
Please use this section to document any dependents or child(ren) dependent of domestic partner who have a permanent address other than that of the subscriber. You will be requested to provide additional information to document dependents or child(ren) dependent of domestic partner who are indicated in this section. This section does not apply to dependents or child(ren) dependent of domestic partner who are full-time students living in temporary housing while attending their classes.

[++]Civil Union Partner - DC only

SECTION F: Request for Enrollment or Cancellation

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. If you are voluntarily electing to waive all insurance coverage offered by your employer, please only complete sections A and C.

SECTION G: Employer Authorized Representative Signature

TO BE COMPLETED BY EMPLOYER.

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Company Name:	Effective Date:+	Date of Qualifying Event:	Group Number:

☐ New Enrollment
  ☐ Self Only
  ☐ Self and Dependent(s) or child(ren) dependent of domestic partner
☐ Open Enrollment
☐ New Hire

☐ Qualifying Life Event
☐ COBRA
☐ Rehire / Reinstatement
☐ Waiver
☐ Other ________________

☐ Change of Coverage
☐ Add Spouse or Domestic/Civil Union Partner+++
☐ Add Dependent Child* or child(ren) dependent of domestic partner
☐ Name Change*
☐ Other ________________

☐ Employee Termination
☐ Remove Spouse or Domestic/Civil Union Partner++*
☐ Remove Dependent Child* or child(ren) dependent of domestic partner
☐ Cancel Coverage

SECTION A: Employee Information

Must be completed by the employee.

Last Name: First Name: MI: Suffix:

Date of Birth: __ __ / __ __ / __ __ __ __ Male: ☐ Female: ☐

Address: Unit #:

City: State: ZIP Code:

Home Phone: Work Phone: Social Security Number: ___-__-____

Email Address:

Have you or any dependents or child(ren) dependent of domestic partner requesting coverage ever been covered as a member of KFHP-MAS or KPIC?
☐ Yes ☐ No

Check One:
☐ Full-Time ☐ Part-Time ☐ 1099 Contractor
☐ Seasonal ☐ Temporary ☐ Retiree

If you do not physically work at your employer's address, please provide your primary working address:

SECTION B: Benefit Plan Requested

Enter only one group health plan as provided by your employer.

Medical Plan Selected: ____

Dental Enhancement (Optional): ☐ Employer-Selected Adult Dental Rider (and cosmetic orthodontic plan where offered by your employer)

Dental benefits are underwritten by KFHP-MAS and administered by Liberty Dental Plan.

Benefits underwritten by KFHP-MAS:
HMO, DHMO, Everyday Care Plans, HDHP, Added Choice POS, Option 1 of Flexible Choice, [Option 1 of 2T Added Choice POS], Virtual Forward, Right Care Plans, Virtual Complete, KPMP (HMO, DHMO, HDHP), Kaiser Permanente Plus, Deductible Kaiser Permanente Plus, Option 1 of Deductible Flexible Choice, Option 1 of HSA-Qualified Flexible Choice

Benefits underwritten by KPIC:
[Option 2 (Out-of-Network) of Added Choice 2T POS], Option 2 (PPO) and Option 3 (Out-of-Network) of Flexible Choice, Option 2 (PPO) and Option 3 (Out-of-Network) of Deductible Flexible Choice, Option 2 (PPO) and Option 3 (Out-of-Network) of HSA-Qualified Flexible Choice, and Out-of-Area PPO

+Consult your employer for the effective date.
***Additional information may be requested.**
**The Service Delivery Options only apply to the benefits underwritten by KFHP-MAS. They do not apply to the products underwritten by KPIC.
++Civil Union Partner - DC Only

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SECTION C: Waiver of Coverage

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:

- ☐ All coverage
- ☐ Coverage for my spouse or domestic/civil union partner++
- ☐ Coverage for my or domestic/civil union partner's++ child dependents

I understand that if I or my dependents or child(ren) dependent of domestic partner 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.

Reason for Refusal:

- ☐ Other group coverage sponsored by my spouse's or domestic/civil union partner's++ employer*
- ☐ Other group coverage sponsored by another organization*
- ☐ Medicare/Medicaid/TRICARE*
- ☐ Individual coverage*
- ☐ Parental coverage*
- ☐ Other reasons (please explain)

_____

_____

***Additional information may be requested.**
++Civil Union Partner - DC Only

Waiving Employee Signature: _____ **Date:** _____

SECTION D: Family Information

Must be completed by employee.

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

Spouse or Domestic/Civil Union Partner++ and/or Child(ren)*(If eligible under your plan)*

Last Name: | First Name: | MI: | Suffix:

Social Security Number: ☐☐☐-☐☐-☐☐☐☐ | Date of Birth: ☐☐/☐☐/☐☐☐☐ | Male: ☐ | Female: ☐ | Relationship to Employee:

Child's Last Name: | First Name: | MI: | Suffix:

Social Security Number: ☐☐☐-☐☐-☐☐☐☐ | Date of Birth: ☐☐/☐☐/☐☐☐☐ | Male: ☐ | Female: ☐ | Relationship to Employee:

Child's Last Name: | First Name: | MI: | Suffix:

Social Security Number: ☐☐☐-☐☐-☐☐☐☐ | Date of Birth: ☐☐/☐☐/☐☐☐☐ | Male: ☐ | Female: ☐ | Relationship to Employee:

Are any of your listed dependents or child(ren) dependent of domestic partner over the Group's maximum age(s)? If yes, please complete the following:

Name(s) (Last, First, MI)	Disabled*	Reason
	☐ Yes ☐ No	
	☐ Yes ☐ No	

Do any of your dependents or child(ren) dependent of domestic partner above permanently reside at another address?

☐ Yes ☐ No

If yes, please complete the following. If additional space is needed, please use another form and attach to this form.

Last Name: | First Name: | MI: | Suffix:

Address: | Unit #:

City: | State: | ZIP Code:

***Additional information may be required.**
++Civil Union Partner - DC Only

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SECTION E: Other Coverage

Including yourself, do any of the persons listed above have other health coverage? Yes ☐ No ☐

If yes, please list below.

Name	Insurance Carrier Name	Policy Number	Telephone Number

Are you or any of your dependents or child(ren) dependent of domestic partner eligible for Medicare? ☐ Yes ☐ No

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. You may cancel your authorization by written request mailed to Kaiser Permanente, Release of Medical Information Service Center, 5th Floor, 6501 Loisdale Court, Springfield, VA 22150. Fax Number [(855)-902-8624]. Revocation will become effective on the date of receipt of your written revocation, except as follows:

i. **any actions that were taken by KFHP-MAS/KPIC in reliance on the authorization before receipt of the written revocation will not be affected by the revocation;**
ii. **revocation of an authorization that was used to obtain coverage, including coverage from KFHP-MAS/KPIC, will not be permitted during the period of time that KFHP-MAS/KPIC may contest the plan issued or a claim for services under the plan; and**
iii. **if a partial revocation is received by KFHP-MAS/KPIC, the use or disclosure of records or information not affected by the revocation may continue.**

Once disclosed, the information may be further disclosed to others and may no longer be protected under applicable privacy law. Your authorization is valid for the term of coverage of the policy unless you cancel it earlier. You will not be denied treatment, payment of claims, enrollment, or eligibility for benefits based on whether you sign this authorization. You or your authorized representative are entitled to receive a copy of the authorization form.

Employee Signature: _____ **Date:** _____

SECTION F: Request for Enrollment or Cancellation+

☐ **Request for Enrollment**
I hereby apply, on behalf of myself and each dependent or child(ren) dependent of domestic partner 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 or child(ren) dependent of domestic partner listed above, that my coverage be cancelled.

☐ Remove spouse or domestic/civil union partner++

☐ Remove dependent child(ren) or child(ren) dependent of domestic partner - Name(s):_____

☐ Cancel entire coverage

Employee Signature: _____

+Consult your employer for the effective date.
++Civil Union Partner - DC Only

Enrollees from the following states are to refer to their specific state warning:

District of Columbia: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime may be subject to fines and confinement in prison.

Virginia: Any person who, with the intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may have violated the state law.

Maryland: 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 to be provided by or excluded under the coverage that is the subject of this form, please contact a Member 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.

SECTION G: Employer Authorized Representative Signature

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

Printed or Typed Name: _____ **Title:** _____ **Phone Number:** _____

Employer Signature: _____ **Date:** _____

NONDISCRIMINATION NOTICE

Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc. (Kaiser Health Plan) complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Kaiser Health Plan does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex. We also:

- Provide no cost aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats, such as large print, audio, and accessible electronic formats

- Provide no cost language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, call **1-800-777-7902** (TTY: **711**)

If you believe that Kaiser Health Plan has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance by mail or phone at: Kaiser Permanente, Appeals and Correspondence Department, Attn: Kaiser Civil Rights Coordinator, 2101 East Jefferson St., Rockville, MD 20852, telephone number: 1-800-777-7902.

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, 200 Independence Avenue SW., Room 509F, HHH Building, Washington, DC 20201, 1-800-368-1019, 1-800-537-7697 (TDD). Complaint forms are available at http://www.hhs.gov/ocr/office/file/index.html.

In the event of dispute, the provisions of the approved English version of the form will control.

HELP IN YOUR LANGUAGE

ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call **1-800-777-7902** (TTY: **711**).

አማርኛ (Amharic) ማስታወሻ: የሚናገሩት ቋንቋ አማርኛ ከሆነ የትርጉም እርዳታ ድርጅቶች፣ በነጻ ሊያግዝዎት ተዘጋጀተዋል፡ ወደ ሚከተለው ቁጥር ይደውሉ **1-800-777-7902** (TTY: **711**).

العربية (Arabic) ملحوظة: إذا كنت تتحدث العربية، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم **1-800-777-7902** (TTY: **711**).

Ɓăsɔ́ɔ̀ Wùɖù (Bassa) Dè ɖɛ nìà kɛ dyéɖé gbo: Ɔ jǔ ké m̀ Ɓàsɔ́ɔ̀-wùɖù-po-nyɔ̀ jǔ ní, nìí, à wuɖu kà kò ɖò po-poɔ̀ bɛ́ìn m̀ gbo kpáa. Ɖá **1-800-777-7902** (TTY: **711**)

বাংলা (Bengali) লক্ষ্য করুনঃ যদি আপনি বাংলা, কথা বলতে পারেন, তাহলে নিঃখরচায় ভাষা সহায়তা পরিষেবা উপলব্ধ আছে। ফোন করুন **1-800-777-7902** (TTY: **711**)।

中文 (Chinese) 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 **1-800-777-7902**（TTY：**711**）。

فارسی (Farsi) توجه: اگر به زبان فارسی گفتگو می کنید، تسهیلات زبانی بصورت رایگان برای شما فراهم می باشد. با **1-800-777-7902** (TTY: **711**) تماس بگیرید.

Français (French) ATTENTION: Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le **1-800-777-7902** (TTY: **711**).

Deutsch (German) ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung.
Rufnummer: **1-800-777-7902** (TTY: **711**).

ગુજરાતી (Gujarati) સૂચના: જો તમે ગુજરાતી બોલતા હો, તો નિ:શુલ્ક ભાષા સહાય સેવાઓ તમારા માટે ઉપલબ્ધ છે. ફોન કરો **1-800-777-7902** (TTY: **711**).

Kreyòl Ayisyen (Haitian Creole) ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele **1-800-777-7902** (TTY: **711**).

हिन्दी (Hindi) ध्यान दें: यदि आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। **1-800-777-7902** (TTY: **711**) पर कॉल करें।

Igbo (Igbo) NRỤBAMA: Ọ bụrụ na ị na asụ Igbo, ọrụ enyemaka asụsụ, n'efu, dịịrị gị. Kpọọ **1-800-777-7902** (TTY: **711**).

Italiano (Italian) ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero **1-800-777-7902** (TTY: **711**).

日本語 (Japanese) 注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。**1-800-777-7902**（TTY: **711**）まで、お電話にてご連絡ください。

한국어 (Korean) 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. **1-800-777-7902** (TTY: **711**) 번으로 전화해 주십시오.

Naabeehó (Navajo) Díí baa akó nínízin: Díí saad bee yáníłti'go Diné Bizaad, saad bee áká'ánída'áwo'dęę', t'áá jiik'eh, éí ná hóló, kojį' hódíílnih **1-800-777-7902** (TTY: **711**).

Português (Portuguese) ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para **1-800-777-7902** (TTY: **711**).

Русский (Russian) ВНИМАНИЕ: если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните **1-800-777-7902** (TTY: **711**).

Español (Spanish) ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al **1-800-777-7902** (TTY: **711**).

Tagalog (Tagalog) PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad.
Tumawag sa **1-800-777-7902** (TTY: **711**).

ไทย (Thai) เรียน: ถ้าคุณพูดภาษาไทย คุณสามารถใช้บริการช่วยเหลือทางภาษาได้ฟรี โทร **1-800-777-7902** (TTY: **711**).

اُردو (Urdu) خبردار: اگر آپ اردو بولتے ہیں، تو آپ کو زبان کی مدد کی خدمات مفت میں دستیاب ہیں ۔ کال کریں **1-800-777-7902** (TTY: **711**).

Tiếng Việt (Vietnamese) CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số **1-800-777-7902** (TTY: **711**).

Yorùbá (Yoruba) AKIYESI: Ti o ba nso ede Yoruba ofe ni iranlowo lori ede wa fun yin o. E pe ero ibanisoro yi **1-800-777-7902** (TTY: **711**).