KAISER PERMANENTE®

Washington Custom Paper Enrollment Application Certification Checklist

The Washington Office of the Insurance Commissioner (OIC) requires screenshots of all customized online enrollment applications be filed. Without this custom enrollment form, we are unable to file your group contract with the state of Washington. All fully insured health plans issued in the state of Washington are subject to this requirement. **If an online application does not meet all requirements or is not submitted in a timely manner, coverage may not go into effect.**

Groups using a custom enrollment system are responsible for making sure that the system meets the State of Washington's requirements. Kaiser Foundation Health Plan of the Northwest is responsible for collecting and filing the screenshots of the member experience when using the system for plans it issues. To help groups meet the State of Washington's requirements, we've put together this checklist. Please note, there are two methods of achieving compliance, both are outlined below. ***A compliant custom enrollment appolication form should be provided at the time of or before confirmation of the renewal.***

If you have additional questions regarding the requirements, please reference the applicable regulations (RCW 48.44.040, RCW 48.44.020, WAC 284-43-6020 (12), WAC 284-44A-010 (4)(a), WAC 284-44A-040, WAC 284-44A-050).

Note: Kaiser Permanente cannot alter a client's custom enrollment form in any way. This includes but is not limited to redactions, minor editing, adding a form number, and saving as a PDF.

The enrollment application meets the Washington state OIC requirements, if the following are met:

Annual Renewal Information

- ❑ If any of the following items are listed, they must be annually update for filing: plan year dates, premiums or rates, plan names and/or deductibles.

Anonymization of Personal Information

- ❑ Forms have been reproduced in a John Doe Fashion for the purpose of retention as public record. Personal information cannot be included.

Dependent Age

- ❑ Dependent age language is included. Language does not need to be verbatim.
  "Dependent children, if covered, are covered through the age of 25 regardless of marital status, student status, or eligibility for coverage under another plan."

Domestic Partner

- ❑ Domestic partner language is included. Language does not need to be verbatim.
  "Washington State Registered Domestic Partners are treated the same as a spouse."
  "If children of the primary insured are covered, children of Domestic Partners are covered on the same basis."

Font Size

- ❑ The font size is **10 pt**. or greater.

Form Number

Kaiser Foundation Health Plan of the Northwest
500 NE Multnomah St., Suite 100, Portland, OR 97232

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- ❑ Unique form number is included on the bottom left-hand corner of at least the first page. The form number must be updated annually, we suggest including the year in the form number.
  For example: XYZCompanyEnr2025

Fraud Statement

- ❑ Washington's specific fraud statement language is included verbatim:
  "It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits."

Licensed Name and Address of Issuer

- ❑ Issuer is listed with its full name and address or location of its home office.
  Kaiser Foundation Health Plan of the Northwest
  500 NE Multnomah St., Suite 100
  Portland, OR 97232-2023

Logo and/or Name

- ❑ If logos are included, the logo and name of Kaiser Permanente on the form is larger than that of the Producer (Agent/Broker).

PDF Format

- ❑ Screenshots or documents are provided **in a single PDF document**.

Producers

- ❑ Forms use the term "Producer" rather than "Agent" or "Broker" if they are listed.

Using Legal Licensure

- ❑ Issuers are identified correctly by licensure (Insurer, HCSC).
  Kaiser Foundation Health Plan of the Northwest is licensed as a Health Care Service Contractor in Washington.
  - ❑ Kaiser Permanente NW is not referred to as an HMO.
  - ❑ Kaiser Permanente NW's products/plans are not referred to as HMO products/ plans.

- ❑ Additional language must be in parenthesis at the end, if within the same line as the legal name (example TRAD or PPO).

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