



**Concordia Health Plan
Special Enrollment Application Form**

ONLY CALIFORNIA WORKERS SIGN SECTION L

PLEASE PRINT OR TYPE ALL INFORMATION IN BLUE OR BLACK INK

A	Instructions			
Workers: If you have recently experienced a special enrollment event, please complete Sections B - K and return this form to your employer. If you are declining enrollment for any eligible dependents, please complete Section I, Reason for Non-Enrollment in the Concordia Health Plan (CHP). Employers: Please complete Section L and submit the completed form to Concordia Plan Services. This completed form must be received by Concordia Plan Services within 60 days of the special enrollment event or you and/or your dependents may be required to wait until the next Annual Open Enrollment period to request coverage under the CHP.				
B	Employer Information			
Employer Name Employer ID Number Employer Address City State Zip Code Daytime Phone Number				
C	Worker Information			
Full Name (Last, First, Middle Initial) Previous Last Name Social Security Number Home Address City State Zip Code Email Address Daytime Phone Number				
D	Marital Status (MM/DD/YYYY)		E	
☐ Single – Never Married ☐ Married, Date ☐ Widowed, Date ☐ Divorced, Date ☐ Legally Separated, Date				

F	Concordia Health Plan Election (continued)			
Unbundled Dental Options: Unbundled Dental Options are for Dental coverage only. Indicate your enrollment decision by checking the appropriate box below. If you elect to enroll in an Unbundled Dental Option, Please also select the Class of Coverage.				
Dental Basic		Dental Plus	Dental Premium	Dental HMO
Select one Class of Coverage for your Medical coverage:				
Self Only		Self & Spouse	Self & Child(ren)	Self, Spouse & Child(ren)
I decline enrollment in the Unbundled Dental Plan option.				
Unbundled Vision Options: Unbundled Vision Options are for Vision coverage only. Indicate your enrollment decision by checking the appropriate box below. If you elect to enroll in an Unbundled Vision Option, Please also select the Class of Coverage.				
Vision Basic		Vision Premium		
Select one Class of Coverage for your Medical coverage:				
Self Only		Self & Spouse	Self & Child(ren)	Self, Spouse & Child(ren)
I decline enrollment in the Unbundled Vision Plan option.				

G	Dependent Information																							
If you are adding a Spouse or Child, the following information is required. To enroll your Child(ren), review 1 and 2 below to determine their eligibility as Dependents under the CHP. You may be required to submit a birth certificate or legal documentation. In certain situations, your grandchild or step-grandchild may be eligible to be enrolled as your Dependent—contact Concordia Plan Services at 888-927-7526 for information. (Note: A Spouse on active military duty is not eligible for CHP enrollment.) 1. Your Child, up to age 26, regardless of student, marital, or disabled status. 2. Your unmarried totally disabled Child age 26 and older who became disabled before attaining age 26 (subject to approval). THE FOLLOWING DEPENDENT(S) IS/ARE TO BE ENROLLED IN THE CHP: <i>If adding a foster child or legally adopted child, please include legal documentation.</i> <i>If adding a newborn, do not wait for a Social Security number (SSN) to be issued to add the child. Once the newborn's SSN is issued, submit it to Concordia Plan Services.</i> <i>If listing more children than space provided, attach sheet giving information as requested below.</i> <table><thead><tr><th>Dependent's Full Name</th><th>Relationship</th><th>Date of Birth</th><th>Social Security Number</th></tr></thead><tbody><tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr></tbody></table>					Dependent's Full Name	Relationship	Date of Birth	Social Security Number	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Dependent's Full Name	Relationship	Date of Birth	Social Security Number																					
_____	_____	_____	_____																					
_____	_____	_____	_____																					
_____	_____	_____	_____																					
_____	_____	_____	_____																					

H	Important Notice Regarding Special Enrollment in The Concordia Health Plan
---	---

Are you requesting coverage for yourself and/or your eligible Dependents because you and/or your Dependent(s) were covered under another health plan and are now no longer eligible for such coverage? ☐ YES ☐ NO

If you checked "Yes" above, and the coverage you and/or your Dependent(s) were previously covered under was the Concordia Health Plan by virtue of your Spouse's employment with a participating employer, please check this box and provide your Spouse's name.

In this case a certificate of prior coverage is not required. _____

If you check “yes,” we must have a copy of the certificate of prior coverage for each individual for whom coverage is being requested. A COBRA extension form CANNOT be accepted as a certificate of prior coverage.

NOTE: If you are unable to promptly obtain a certificate of prior coverage, please submit this application within 60 days of the loss of other coverage and send a copy of the certificate of prior coverage once you have received it. The information submitted will be reviewed to determine special enrollment eligibility in the CHP. If all the requirements are met, eligibility for coverage will be the first day of the calendar month coinciding with or next following the loss of other coverage. This also applies to transferring Workers.

Please provide information regarding the other insurance:

Type of Policy (e.g., medical, dental, etc.)

_____ Name of Insurance Company/Carrier	_____ Policy Holder	_____ Policy Number
--	------------------------	------------------------

Street Address

_____ City	_____ State	_____ Zip Code	_____ Phone Number
---------------	----------------	-------------------	-----------------------

_____ Date Other Coverage Began	_____ Date Other Coverage Terminated	_____ Reason Other Coverage Terminated
------------------------------------	---	---

I	Reason for Non-Enrollment in The Concordia Health Plan
---	---

Place a check mark on the line next to the reason you, your Spouse, or Dependent Child(ren) are declining CHP coverage.

Worker	Dependent Spouse	Dependent Child(ren)	
_____	_____	_____	Covered under Spouse’s or parent’s group health plan (coverage by virtue of employment, including military service). (CODE 51)
_____	_____	_____	Covered as a dependent under my Spouse who is also enrolled in CHP as a worker. (CODE 72)
_____	_____	_____	Covered under a military plan (TRICARE) as a retiree, a state mandated health plan (e.g., Hawaii), or another country’s mandatory health plan while residing outside the United States. (CODE 52)
_____	_____	_____	Covered under a Medicare supplemental plan or other government plan (e.g., Medicaid).(CODE 63)
_____	_____	_____	Covered under a former employer’s health plan or COBRA plan. (CODE 64)
_____	_____	_____	Covered under non-LCMS employer’s health plan. (CODE 65)
_____	_____	_____	Purchased coverage through the Health Insurance Marketplace made available by the Affordable Care Act and was eligible for a Premium Tax Credit at the time such coverage was purchased. (CODE 73)
_____	_____	_____	Not eligible for enrollment at this time due to the number of hours worked. (CODE 55)
_____	_____	_____	Other reason (CODE 70) _____

J	Terms of Special Enrollment
Special Enrollment: Workers and/or their eligible Dependent(s), who previously declined CHP coverage due to other coverage in another health plan, may be eligible to enroll in the CHP at a later date under the special enrollment provisions if they are eligible for coverage and the following conditions are met. Application for special enrollment in the CHP must be received by Concordia Plan Services <u>as soon as possible but no later than 60 days</u> after the event (i.e., loss of other health coverage or the reason for requesting CHP enrollment). a. <i>Loss of other coverage.</i> To be eligible for the special enrollment period, the coverage must be lost due to a loss of eligibility for the other coverage or the employer contributions toward the other coverage must have ended. Loss of eligibility includes a loss of coverage due to divorce, legal separation, death, termination of employment, or reduction in hours of employment. Loss of coverage does not include a loss due to failure of the participant to pay premiums for any reason or termination of the other coverage for cause. <u>Any break in covered periods must be less than 63 days.</u> b. <i>Children's Health Insurance Program (CHIP) Reauthorization Act of 2009.</i> A Worker (or Dependent) who is eligible, but not enrolled for coverage, may enroll for coverage if: (1) The Worker (or Dependent) is covered under a state Medicaid or state children's health insurance plan and coverage is terminated as the result of the loss of eligibility for Medicaid or state children's health insurance coverage; or (2) The Worker (or Dependent) becomes eligible for premium assistance to purchase coverage under the group health plan provided by the applicable state Medicaid or state children's health insurance plan; and (3) The Worker requests coverage <u>no later than 60 days</u> after the date eligibility is lost or the date the Worker (or Dependent) is determined to be eligible for state premium assistance. c. <i>New Dependent due to marriage, birth, adoption, or placement for adoption.</i> If you have a new Dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and/or your Dependents. However, you <u>must</u> request enrollment in writing <u>within 60 days</u> after the marriage, birth, adoption, or placement for adoption. Failure to enroll within the 60-day period may result in enrollment being delayed until the next open annual enrollment period. d. <i>Certification.</i> A certificate of prior coverage or similar evidence of prior coverage must be submitted with the request for special enrollment. In lieu of a certificate of prior coverage, the individual may demonstrate prior coverage by (1) attesting to such coverage, (2) providing corroborating evidence (e.g., a doctor's bill or pay stub showing payroll deduction), and (3) cooperating with the plan to demonstrate coverage. <i>An individual who meets all three criteria will be treated as providing certification of prior coverage.</i>	
K	Worker Signature
The information entered on this form is current and correct to the best of my knowledge. I understand that any portion of the cost for participation that is my responsibility, according to the provisions of the Concordia Plans, will be obtained from me and remitted along with the portion required from my employer. I also agree to provide legal documentation of any dependent's relationship to me upon request. X _____ Signature of Worker Date	
L	Arbitration Agreement For all California Members enrolling in a Kaiser Option
I understand that any dispute between myself, my heirs, relatives, or associated parties (on the one hand) and Kaiser Permanente Insurance Company, Kaiser Foundation Health Plan, Inc., Kaiser Foundation Hospitals, the Permanente Medical Group, Inc., Southern California Permanente Medical Group, or their physicians, employees, agents, administrators, contracted health care providers, or other associated parties (on the other hand) for alleged violation of any duty arising out of or related to my self-funded health plan administered by Kaiser Permanente Insurance Company, including any claim for medical or hospital malpractice (a claim that medical services or items were unnecessary or unauthorized or were improperly, negligently, or incompetently rendered), or for premises liability, irrespective of legal theory, must be decided by binding arbitration under California law and not by lawsuit or resort to court process, except as applicable law provides for judicial review of arbitration proceedings. I agree to give up our right to a court or jury trial, and instead accept the use of binding arbitration. I understand that the full arbitration provision is contained in the Employer Plan Documents. The following claims are not subject to binding arbitration: • Claims within the jurisdiction of the Small Claims Court. • Claims subject to a Medicare appeals procedure. • Claims subject to the ERISA claims procedure regulation. • Claims that cannot be subject to binding arbitration under governing law. X _____ Signature Required for all Kaiser Permanente Plans Date (MM/DD/YYYY)	
M	Employer Representative Signature
The information entered on this form is current and correct to the best of our knowledge. We agree to obtain from the worker any portion of the cost for participation required from the worker according to the provisions of the Concordia Plans and to remit such portion along with the portion required by us as the worker's employer. X _____ Signature of Authorized Employer Representative Date _____ Printed Name of Authorized Employer Representative Title or Office Held _____ Email Address Daytime Phone Number	