

**Employee Change Form
For Small Groups
Missouri**



Consult the Booklet or Certificate of Coverage for complete coverage terms and conditions. For more information about Anthem Blue Cross and Blue Shield (Anthem) and Anthem Life Insurance Company (Anthem Life), its products and services, visit anthem.com. Please complete electronically or in black ink only and use extra paper if necessary.

Section A: General Information			
Employer name		Group no.	Employee life class
Employee last name	Employee first name	M.I.	Employee Social Security no. ¹ (required)

Section B: Employee Information — Required

Reason for change — Required. Select all that apply.

Address change
 Add Spouse/Domestic Partner or dependent
 Cancel all coverage
 Cancel product(s)
 Name change
 Cancel Spouse/Domestic Partner or dependent
 Enrollment in Medicare (Fill in Section E)
 Benefit change
 Change Primary Care Physician (PCP)
 Other: _____
 Change Life and/or Disability classification from Class _____ to Class _____

Event reason — Required. Select all that apply.

Open enrollment (not applicable for Life and/or Disability products)
 Marriage
 Birth of child
 Adoption of child
 Loss of coverage
 Other insurance
 Death
 Termination
 Court ordered coverage
 Other — please explain: _____

Event date/Requested effective date — Required ____/____/____ (MM/DD/YYYY)

Home address — Street or P.O. Box if applicable		City	State	ZIP code
County	Birthdate (MM/DD/YYYY) / /	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Domestic Partner	
Primary phone no.	Occupation			
PCP name	PCP ID no.	Existing patient? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Email address: _____
 For myself and any dependents, I'm providing my email address because I agree to receive information about my benefits by email or electronically. This may include my Booklet or Certificate of Coverage, explanation of benefits, Evidence of Insurability underwriting documents, required notices, and helpful or personalized information to get the most out of my benefits. I will make sure Anthem and Anthem Life has my most up to date email. These electronic communications may include specific details about me and my plan. I also understand that by providing my email address information about my dependents may also be sent by email or electronically. I know I (or my enrolled dependents) can update communication preferences or request a free copy of specific materials by going to anthem.com or calling the Member Services number on my ID card.

¹ Anthem is required by the Internal Revenue Service to collect this information.

In Missouri, (excluding 30 counties in the Kansas City area) Anthem Blue Cross and Blue Shield is the trade name of RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HALIC), and HMO Missouri, Inc. RIT and certain affiliates administer non-HMO benefits underwritten by HALIC and HMO benefits underwritten by HMO Missouri, Inc. RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. Life and Disability products underwritten by Anthem Life Insurance Company. Independent licensees of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.

Section C: Family Information — Spouse/Domestic Partner and dependents to be added/changed/cancelled. Attach a separate sheet if necessary.

Event reason — Required. Select all that apply. <input type="checkbox"/> Add <input type="checkbox"/> Open enrollment (not applicable for Life and/or Disability products) <input type="checkbox"/> Marriage <input type="checkbox"/> Birth of child <input type="checkbox"/> Adoption of child <input type="checkbox"/> Change <input type="checkbox"/> Loss of coverage <input type="checkbox"/> Other insurance <input type="checkbox"/> Death <input type="checkbox"/> Other — please explain: _____ <input type="checkbox"/> Cancel Event date/Requested effective date — Required ____/____/____ (MM/DD/YYYY)					
Spouse/Domestic Partner or Dependent Last name		First name		M.I.	Social Security no. ¹ (required) - -
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	Birthdate (MM/DD/YYYY) / /	Relationship to applicant: <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child <input type="checkbox"/> Other ² If other, what is relationship? _____		
PCP name			PCP ID no.	Existing patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the Spouse/Domestic Partner or dependent have a different address? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please enter:					
Has this person used tobacco products 4 or more times per week, on average, in the last 6 months?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has this person currently enrolled or willing to enroll in a tobacco cessation wellness program?				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section D: Plan/Type of Coverage

1. Medical Coverage	
Medical product plan name:	Contract code, if known:
Member medical coverage — select one: <input type="checkbox"/> Employee only <input type="checkbox"/> Employee + Spouse/Domestic Partner <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Family	
2. Dental Coverage	
Dental product plan name:	Contract code, if known:
Member dental coverage — select one: <input type="checkbox"/> Employee only <input type="checkbox"/> Employee + Spouse/Domestic Partner <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Family	
3. Vision Coverage	
Vision product plan name:	Contract code, if known:
Member vision coverage — select one: <input type="checkbox"/> Employee only <input type="checkbox"/> Employee + Spouse/Domestic Partner <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Family	
4. Life/Accidental Death & Dismemberment (AD&D) Coverage	
<input type="checkbox"/> I am enrolling in my Employer's Life plan(s), if any.	
<input type="checkbox"/> Basic Life and AD&D	<input type="checkbox"/> Supplemental/Voluntary Life and AD&D \$ _____ (employee amount)
<input type="checkbox"/> Basic Dependent Life	<input type="checkbox"/> Supplemental/Voluntary Dependent Life Spouse \$ _____ (spouse amount)
	<input type="checkbox"/> Supplemental/Voluntary Dependent Life Child \$ _____ (child amount)
Current annual income: \$	Life class no.:

Beneficiary Designation — Attach a separate sheet if necessary.

	Name of beneficiary	Percentage	Social Security no.	Relationship to applicant	Age
<input type="checkbox"/> Primary			- -		
<input type="checkbox"/> Contingent					
<input type="checkbox"/> Primary			- -		
<input type="checkbox"/> Contingent					

1 Anthem is required by the Internal Revenue Service to collect this information.
 2 Eligibility subject to Booklet or Certificate of Coverage.

<input type="checkbox"/> Primary					
<input type="checkbox"/> Contingent				- -	
<input type="checkbox"/> Primary					
<input type="checkbox"/> Contingent				- -	
<input type="checkbox"/> Primary					
<input type="checkbox"/> Contingent				- -	
<input type="checkbox"/> Primary					
<input type="checkbox"/> Contingent				- -	

Total percentages must add up to 100%. If no percentages are indicated, the proceeds will be divided equally. If no primary beneficiary survives, the proceeds will be paid to the contingent beneficiary(ies) listed above. Beneficiaries may be changed by the insured's written notice to his or her employer.

Spousal Consent For Community Property States Only (Note: The insurance company is not responsible for the validity of a spouse consent for designation.) If you live in a community property state (AZ, CA, ID, LA, NM, NV, TX, WA and WI), your state may require you to obtain the signature of your Spouse if your Spouse will not be named as a primary beneficiary for 50% or more of your benefit amount. Please have your Spouse read and sign the following.

Authorization

I am aware that my Spouse, the Employee/Retiree named above, has designated someone other than me to be the beneficiary of group life insurance under the above policy. I hereby consent to such designation and waive any rights I may have to the proceeds of such insurance under applicable community property laws. I understand that this consent and waiver supersedes any prior spousal consent or waiver under this plan. In CA, NV, and WA, Spouse also includes your registered Domestic Partner.

Sign here	Spouse signature X	Spouse name (print)	Today's date (MM/DD/YYYY) / /
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5. Disability Coverage

I am enrolling in my Employer's Disability plan(s), if any.

Short Term Disability Long Term Disability Voluntary Short Term Disability Voluntary Long Term Disability

Current annual income: \$	Disability class no.:
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Section E: Prior and Other Group Coverage — Attach a separate sheet if necessary.

Is anyone applying for coverage currently eligible for Medicare? Yes No If yes, give name: _____

Medicare ID no.	Part A effective date (MM/DD/YYYY) / /	Part B effective date (MM/DD/YYYY) / /	Medicare eligibility reason (select all that apply) <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> End-stage renal disease: Onset date (MM/DD/YYYY) ____/____/____
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Medicare Part D ID no.	Medicare Part D Carrier	Part D effective date (MM/DD/YYYY) / /
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Is anyone applying for coverage covered by other health insurance? Yes No If yes, please provide the following:

Name of person covered (Last, First, M.I.)	Type (select one)	Coverage (select all that apply)	Insurer name	Policy ID no.	Dates (if applicable) (MM/DD/YYYY)
	<input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Medicare	<input type="checkbox"/> Health <input type="checkbox"/> Dental <input type="checkbox"/> Orthodontia			Start: ____/____/____ End: ____/____/____
	<input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Medicare	<input type="checkbox"/> Health <input type="checkbox"/> Dental <input type="checkbox"/> Orthodontia			Start: ____/____/____ End: ____/____/____

Section F: Terms and Conditions — Please read this section carefully before signing the application.**Eligible employee:**

- An active employee of the Employer who works the number of hours per week to be eligible for benefits as defined by the Employer and approved by Anthem and/or Anthem Life as of the effective date. Employment must be verifiable from state or federal wage tax reports.
- An employee, as defined above, who enters into employment after the coverage effective date and who completes the group imposed waiting period for eligibility (if any) and applies for coverage within 30 days.
- Any other class of persons identified by the Employer, provided that written approval of their eligibility is obtained from the Company(ies); or
- Employees eligible for continuous coverage under state or federal laws.

Eligible employee does not include independent contractors (whose compensation is reported on IRS Form 1099) and directors and officers of the Group Policyholder if they do not work the required number of hours per week described above.

Eligible dependent (see Booklet or Certificate of Coverage for complete dependent eligibility terms):

- Employee's Spouse/Domestic Partner or children age 26 or younger, which includes a newborn, natural child, or a child placed with the employee for adoption, a stepchild or any other child for whom the employee has legal guardianship or court ordered custody. The age limit for enrolling a child is age 26. Coverage for a child will end on the last day of the month in which the child reaches age 26. For life coverage, only employee's Spouse/Domestic Partner or children age 26 or younger, legally adopted children, and stepchildren are eligible.
- The age limit of 26 does not apply for the initial enrollment or maintaining enrollment of an unmarried child who cannot support himself or herself because of a mental or physical impairment that began prior to the child reaching the age limit. Coverage may be obtained for the child who is beyond the age limit at the initial enrollment if the employee provides proof of such mental or physical impairment and dependence at the time of enrollment. (The employee may be asked to provide a physician's certification of the dependent's condition.)
- Dependents eligible for continuous coverage under state or federal laws.

Section G: Authorizations — Please read this section carefully and then sign below.**In signing this application I represent that:**

- For a period of two (2) years from the earlier of the policy date or the issue date, Anthem and/or Anthem Life may deny benefits, rescind my policy or cancel coverage based on material misrepresentation of significant omission found in this application.
- I have read, or have had read to me, the completed application. All statements and answers I have given are true and complete, and I realize any false statement or misrepresentation in the application may result in loss of coverage as set forth above.
- I am an eligible employee and I am requesting coverage for myself and all eligible dependents listed on this application.
- I certify each Social Security number listed on this application is correct.
- I understand that I may not assign any payment under my Anthem and/or Anthem Life program.
- I authorize my employer to deduct any required contributions for this insurance from my wages.
- I am asking for the coverage I chose on this application. If I made choices that are not available to me, I agree that my choices may be changed to those on the employer's application.
- I understand that, to the extent allowed by law, Anthem and/or Anthem Life reserves the right to accept or decline this application for coverage (and that Anthem Life may accept only certain people or terms for coverage), and that no right is created by my application for coverage.
- I understand that I may not be covered for pre-existing conditions for Long Term Disability, Short Term Disability, Voluntary Long Term Disability, and Voluntary Short Term Disability coverage, if applicable. (See the policy/certificate for important information).
- I agree that I will let my employer know right away of any changes that would make me or any dependent(s) ineligible for this coverage.
- I authorize the Health Savings Account (HSA) financial custodian (provided I am enrolling in an HSA) to provide Anthem with information about my HSA, including account number, account balance and information regarding account activity. I understand that my authorization is required before the financial custodian may provide Anthem with information regarding my HSA and that I may provide Anthem with a written request to revoke my authorization at any time.
- By signing this application, I agree to the taping or monitoring of any phone calls between Anthem and/or Anthem Life and me.

Authorization for applicants applying for Life and/or Disability coverage:

1. I authorize any licensed physician, any other medical practitioner or provider, pharmacist, hospital, clinic, other medical or medically related facility, federal, state or local government agency, insurance or reinsuring company, including any health or other insurance company affiliated with Anthem Life, consumer reporting agency or employer having information available as to claims, diagnosis, treatment and prognosis with respect to any physical or mental condition and/or treatment of me, and any non-medical information about me, to give any and all such information to authorized representatives of Anthem Life, its affiliates, and any administrators, reinsurers, agents, or other entity providing services on behalf of Anthem Life, and including, but not limited to any other mental or psychiatric records, medical, dental and hospital records (including psychiatric, alcohol, and drug abuse, and HIV/AIDS information) which may have been acquired in the course of examination or treatment. I understand that the information obtained by use of this authorization will be used by Anthem Life representatives to evaluate and adjudicate my current application for life and/or disability coverage or any claims under such coverage, and may be re-disclosed to (a) any medical, investigative, financial or vocational specialist or entity, or (b) any other organization or person, employed by or representing Anthem Life solely to assist with the evaluation and adjudication of my current life and/or disability application or claim. Each such person or entity to

whom this re-disclosure is made shall comply with the HIPAA Privacy Rule as regards any re-disclosed protected health information as applicable. I also understand that I have a right to see and correct personal information that Anthem Life collects about me, and that I may receive a more detailed description of my rights under this law by writing to Anthem Life.

2. Payment of proceeds shall be made in accordance with the terms of the Group Contract. Unless otherwise provided herein, if one or more life insurance beneficiaries are named, the proceeds due shall be paid in equal shares to the named beneficiaries surviving the insured. Beneficiaries may be changed by the insured employee's written notice to his or her employer.
3. The Life and/or Disability coverages will become effective on the date established by the provisions of the Group Contract and the policy/certificate issued thereunder.
4. This authorization, for purposes of processing this application form, is valid from the date signed for a period of 30 months unless revoked by me in writing, which I may do at any time by contacting Anthem Life. For the purpose of collecting information in connection with a claim for benefits under an insurance policy, this authorization shall remain valid for the term of coverage of the policy for a disability insurance benefit and for the duration of the claim if the claim is not for a disability insurance benefit. A photocopy and/or electronic copy is as valid as the original. The applicant or the applicant's authorized representative is entitled to receive a copy of this authorization.

I understand a person who knowingly and with intent to defraud an insurer files a statement of claim containing false, incomplete or misleading information commits a felony; penalties may include imprisonment, fines or a denial of insurance benefits. I also understand all benefits are subject to conditions stated in the Group Contract and the Booklet or Certificate of Coverage.

I give this authorization for myself and on behalf of my eligible dependents, including my Spouse/Domestic Partner, if covered by Anthem and/or Anthem Life, and I am acting as their agent and representative. If my Spouse/Domestic Partner signs this application, he/she is giving authorization on his/her own behalf.

Sign here	Applicant signature (or custodial parent's or guardian's signature if applicant is under 18) X	Today's date (MM/DD/YYYY) / /
	Spouse/Domestic Partner signature X	Today's date (MM/DD/YYYY) / /

We're here for you – in many languages

The law requires us to include a message in all of these different languages. Curious what they say? Here's the English version: "You have the right to get help in your language for free. Just call the Member Services number on your ID card." Visually impaired? You can also ask for other formats of this document.

Spanish

Usted tiene derecho a recibir ayuda en su idioma en forma gratuita. Simplemente llame al número de Servicios para Miembros que figura en su tarjeta de identificación.

Chinese

您有權免費獲得透過您使用的語言提供的幫助。請撥打您的ID卡片上的會員服務電話號碼。若您是視障人士，還可索取本文件的其他格式版本。

Vietnamese

Quý vị có quyền nhận miễn phí trợ giúp bằng ngôn ngữ của mình. Chỉ cần gọi số Dịch vụ dành cho thành viên trên thẻ ID của quý vị. Bị khiếm thị? Quý vị cũng có thể hỏi xin định dạng khác của tài liệu này."

Korean

귀하는 자국어로 무료 지원을 받을 권리가 있습니다. ID 카드에 있는 멤버 서비스번호로 연락하십시오.

Tagalog

May karapatan ka na makakuha ng tulong sa iyong wika nang libre. Tawagan lamang ang numero ng Member Services sa iyong ID card. May kapansanan ka ba sa paningin? Maaari ka ring humiling ng iba pang format ng dokumentong ito.

Russian

Вы имеете право на получение бесплатной помощи на вашем языке. Просто позвоните по номеру обслуживания клиентов, указанному на вашей идентификационной карте. Пациенты с нарушением зрения могут заказать документ в другом формате.

Armenian

Դուք իրավունք ունեք ստանալ անվճար օգնություն ձեր լեզվով: Պարզապես զանգահարեք Անդամների սպասարկման կենտրոն, որի հեռախոսահամարը նշված է ձեր ID քարտի վրա:

Farsi

"شما این حق را دارید تا به صورت رایگان به زبان مادری تان کمک دریافت کنید. کافی است با شماره خدمات اعضا (Member Services) درج شده روی کارت شناسایی خود تماس بگیرید." دچار اختلال بینایی هستید؟ می توانید این سند را به فرمت های دیگری نیز درخواست دهید.

French

Vous pouvez obtenir gratuitement de l'aide dans votre langue. Il vous suffit d'appeler le numéro réservé aux membres qui figure sur votre carte d'identification. Si vous êtes malvoyant, vous pouvez également demander à obtenir ce document sous d'autres formats.

Arabic

لك الحق في الحصول على مساعدة بلغتك مجاناً. ما عليك سوى الاتصال برقم خدمة الأعضاء الموجود على بطاقة الهوية. هل أنت ضعيف البصر؟ يمكنك طلب أشكال أخرى من هذا المستند.

Japanese

お客様の言語で無償サポートを受けることができます。IDカードに記載されているメンバーサービス番号までご連絡ください。

Haitian

Se dwa ou pou w jwenn èd nan lang ou gratis. Annik rele nimewo Sèvis Manm ki sou kat ID ou a. Èske ou gen pwoblèm pou wè? Ou ka mande dokiman sa a nan lòt fòm tou.

Italian

Ricevere assistenza nella tua lingua è un tuo diritto. Chiama il numero dei Servizi per i membri riportato sul tuo tesserino. Sei ipovedente? È possibile richiedere questo documento anche in formati diversi

Polish

Masz prawo do uzyskania darmowej pomocy udzielonej w Twoim języku. Wystarczy zadzwonić na numer działu pomocy znajdujący się na Twojej karcie identyfikacyjnej.

Punjabi

ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਮੁਫਤ ਸੇਵਾਵਾਂ ਪ੍ਰਾਪਤ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੈ। ਬਸ ਆਪਣੇ ਆਈਡੀ ਕਾਰਡ ਤੇ ਦਿੱਤੇ ਸਿਰਵਸ ਨੰਬਰ ਤੇ ਕਾਲ ਕਰੋ। ਨਜ਼ਰ ਕਮਜ਼ੋਰ ਹੈ? ਤੁਸ ਇਸ ਦਸਤਾਵੇਜ਼ ਦੇ ਹੋਰ ਰੂਪਾਂਤਰ ਮੰਗ ਸਕਦੇ ਹੋ।

TTY/TTD:711

It's important we treat you fairly

We follow federal civil rights laws in our health programs and activities. By calling Member Services, our members can get free in-language support, and free aids and services if you have a disability. We don't discriminate, exclude people, or treat them differently on the basis of race, color, national origin, sex, age or disability. For people whose primary language isn't English, we offer free language assistance services through interpreters and other written languages. Interested in these services? Call the Member Services number on your ID card for help (TTY/TDD: 711). If you think we failed in any of these areas, you can mail a complaint to: Compliance Coordinator, P.O. Box 27401, Mail Drop VA2002-N160, Richmond, VA 23279, or directly to the U.S. Department of Health and Human Services, Office for Civil Rights at 200 Independence Avenue, SW; Room 509F, HHH Building; Washington, D.C. 20201. You can also call 1-800-368-1019 (TDD: 1-800-537-7697) or visit <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>