



# Enrollment/Change Request

## Aetna Life Insurance Company

TO COMPLY WITH CALIFORNIA LAW, WHEREVER THE TERM "SPOUSE" APPEARS IT SHALL BE CONSTRUED TO INCLUDE DOMESTIC PARTNER.

**Instructions:** Refer to the instructions on the back before completing this form. You must complete this application in full or it will be returned to you resulting in a delay in processing. You are solely responsible for its accuracy and completeness.

Control	Suffix	Account	Plan Number
Group Number (IMO Only)		Customer Code (Optional)	

### Employer Group Information (To Be Completed by Employer)

Employer Name – Full Name of Business or Organization \_\_\_\_\_

Employer Address (Street, City, State, ZIP Code) – Primary Location of Business or Organization \_\_\_\_\_

### A. Type of Activity – Employee Completes Sections A – D. Please Print Clearly.

<b>Enrollment – Check one.</b> <input type="checkbox"/> New Enrollee/Subscriber <b>Effective Date:</b> _____ <b>Date of Hire:</b> _____ <input type="checkbox"/> Rehire/Reinstatement <b>Date of Rehire/Reinstatement</b> _____	<b>Change – Check all that apply.</b> <input type="checkbox"/> Add Spouse <input type="checkbox"/> Add Dependent Child <input type="checkbox"/> Name Change <input type="checkbox"/> Other _____ <input type="checkbox"/> Control/Suffix/Acct/Plan: _____ <b>Date of Event:</b> _____ <b>Reason:</b> _____	<b>Remove or Terminate – Check all that apply.</b> <input type="checkbox"/> Remove Spouse <input type="checkbox"/> Remove Dependent Child <input type="checkbox"/> Employee Withdrawal/Termination <input type="checkbox"/> Cancel Coverage <b>Effective Date:</b> _____ <b>Reason:</b> _____	<b>Continuation of Coverage, i.e., COBRA, Cal-COBRA – Not all options are available. Contact Employer for available options.</b> <b>Coverage for:</b> <input type="checkbox"/> Employee <input type="checkbox"/> Dependents <b>Length of Continuation (months):</b> <input type="checkbox"/> 18 <input type="checkbox"/> 36 <input type="checkbox"/> Other _____ <input type="checkbox"/> 29 – Attach disability determination from the Social Security Administration <b>Date of Loss of Coverage:</b> _____ <b>Date of Qualifying Event:</b> _____ <b>Continuation of Coverage Expiration Date:</b> _____
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### B. Employee Information

Social Security Number	Last Name, First Name, M.I.		Home Telephone	Work Telephone
Employee Status <input type="checkbox"/> Active <input type="checkbox"/> Retired	Home Address	Apt. No.	City, State	ZIP Code
<b>Beneficiary information - Complete only if Aetna Life Insurance coverage is offered by your Employer.</b>			<b>Earnings Information</b>	
Beneficiary Designation – Full Beneficiary Name (First, Middle, Last) If more than one beneficiary, use Special Remarks (Section D).			<input type="checkbox"/> Annually \$ _____ <input type="checkbox"/> Weekly \$ _____ <input type="checkbox"/> Insurance Amount \$ _____ <input type="checkbox"/> Supplemental Life \$ _____ <input type="checkbox"/> AD&D Amount \$ _____	
Social Security Number of Beneficiary	Relationship to Employee			

### C. Plan Options – Your selection must be offered by your employer.

**Check One:**

<input type="checkbox"/> Aetna Choice® POS II	<input type="checkbox"/> Elect Choice® EPO	<input type="checkbox"/> Aexcel®
<input type="checkbox"/> Aetna HealthFund®	<input type="checkbox"/> Managed Choice® POS	<input type="checkbox"/> Aexcel® Plus
<input type="checkbox"/> Aetna Open Access® Elect Choice	<input type="checkbox"/> Open Choice® PPO	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Aetna Open Access® Managed Choice	<input type="checkbox"/> Traditional Choice®	

While the Federal Patient Protection and Affordable Care Act generally mandates coverage of dependent children up to age 26, your plan may allow coverage beyond age 26. Please refer to your plan documents or contact your benefits administrator.

### D. Individuals Covered - List individuals for whom you are enrolling or adding/changing/removing coverage.

Check this box if you are refusing coverage for your dependents. \* Provide details for "Yes\*" responses below.

(A)dd (C)hange (R)emove	1. Employee Name - Last, First, M.I.	Relation. Code	Sex (M/F)	Birthdate (MM/DD/YYYY)		
		Self	/ /	/ /		
Social Security Number	Prior Insurance Plan	Other Medical Coverage	Other Rx Drug Coverage	Physically or Mentally Disabled	Primary Medical Office ID Number	Current Patient
	Yes* <input type="checkbox"/>	Yes* <input type="checkbox"/>	Yes* <input type="checkbox"/>	N/A		Yes <input type="checkbox"/>

Continued on Page 2  
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**D. Individuals Covered – (continued) List individuals for whom you are enrolling or adding/changing/removing coverage.**

*\* Provide details for “Yes\*” responses below.*

(A)dd (C)hange _____ (R)emove	<b>2. Spouse Name</b> - Last, First, M.I. (Explain difference in last name in Special Remarks.)				Relation. Code	Sex (M/F)	<b>Birthdate</b> (MM/DD/YYYY) / /	
<b>Social Security Number</b> (if dependent has no SSN, write “None”)		Prior Insurance Plan <b>Yes*</b> <input type="checkbox"/>	Other Medical Coverage <b>Yes*</b> <input type="checkbox"/>	Other Rx Drug Coverage <b>Yes*</b> <input type="checkbox"/>	Physically or Mentally Disabled <b>Yes</b> <input type="checkbox"/>	Primary Medical Office ID Number	Current Patient <b>Yes</b> <input type="checkbox"/>	

(A)dd (C)hange _____ (R)emove	<b>3. Child Name</b> - Last, First, M.I. (Explain difference in last name in Special Remarks.)				Relation. Code	Sex (M/F)	<b>Birthdate</b> (MM/DD/YYYY) / /	
<b>Social Security Number</b> (if dependent has no SSN, write “None”)		Prior Insurance Plan <b>Yes*</b> <input type="checkbox"/>	Other Medical Coverage <b>Yes*</b> <input type="checkbox"/>	Other Rx Drug Coverage <b>Yes*</b> <input type="checkbox"/>	Physically or Mentally Disabled <b>Yes</b> <input type="checkbox"/>	Primary Medical Office ID Number	Current Patient <b>Yes</b> <input type="checkbox"/>	

(A)dd (C)hange _____ (R)emove	<b>4. Child Name</b> - Last, First, M.I. (Explain difference in last name in Special Remarks.)				Relation. Code	Sex (M/F)	<b>Birthdate</b> (MM/DD/YYYY) / /	
<b>Social Security Number</b> (if dependent has no SSN, write “None”)		Prior Insurance Plan <b>Yes*</b> <input type="checkbox"/>	Other Medical Coverage <b>Yes*</b> <input type="checkbox"/>	Other Rx Drug Coverage <b>Yes*</b> <input type="checkbox"/>	Physically or Mentally Disabled <b>Yes</b> <input type="checkbox"/>	Primary Medical Office ID Number	Current Patient <b>Yes</b> <input type="checkbox"/>	

(A)dd (C)hange _____ (R)emove	<b>5. Child Name</b> - Last, First, M.I. (Explain difference in last name in Special Remarks.)				Relation. Code	Sex (M/F)	<b>Birthdate</b> (MM/DD/YYYY) / /	
<b>Social Security Number</b> (if dependent has no SSN, write “None”)		Prior Insurance Plan <b>Yes*</b> <input type="checkbox"/>	Other Medical Coverage <b>Yes*</b> <input type="checkbox"/>	Other Rx Drug Coverage <b>Yes*</b> <input type="checkbox"/>	Physically or Mentally Disabled <b>Yes</b> <input type="checkbox"/>	Primary Medical Office ID Number	Current Patient <b>Yes</b> <input type="checkbox"/>	

(A)dd (C)hange _____ (R)emove	<b>6. Child Name</b> - Last, First, M.I. (Explain difference in last name in Special Remarks.)				Relation. Code	Sex (M/F)	<b>Birthdate</b> (MM/DD/YYYY) / /	
<b>Social Security Number</b> (if dependent has no SSN, write “None”)		Prior Insurance Plan <b>Yes*</b> <input type="checkbox"/>	Other Medical Coverage <b>Yes*</b> <input type="checkbox"/>	Other Rx Drug Coverage <b>Yes*</b> <input type="checkbox"/>	Physically or Mentally Disabled <b>Yes</b> <input type="checkbox"/>	Primary Medical Office ID Number	Current Patient <b>Yes</b> <input type="checkbox"/>	

1. If “Yes” to **Prior Insurance Plan** and/or **Other Medical Coverage** above, provide effective dates, name & policy number of insurance carrier, HMO, or other source & your **Membership Number**.

2. If “Yes” to **Other Rx Drug Coverage** above, provide effective dates, name & policy number of insurance carrier, HMO, or other source & your **Membership Number**.

3. Does any dependent listed above live at a different address than the employee?  Yes  No If “Yes,” who & what address?

**Special Remarks:**

## Conditions of Enrollment

**NOTICE: California law prohibits an HIV test from being required or used by health insurance companies as a condition of obtaining health insurance coverage.**

### Applicant Acknowledgments and Agreements

On behalf of myself and the dependents listed on Page 2, I agree to or with the following:

1. I acknowledge that by enrolling in the following plans, coverage is underwritten or administered by Aetna Life Insurance Company (referred to as "Aetna").
2. I authorize deductions from my earnings for any contributions required for coverage and I agree to make any necessary payments as required for coverage.
3. The plan documents will determine the rights and responsibilities of the employee and dependents and will govern in the event they conflict with any benefits comparison, summary or other description of the plan.
4. I understand and agree that, with the exception of Aetna Rx Home Delivery®, all participating providers and vendors are independent contractors and are neither agents nor employees of Aetna. Aetna Rx Home Delivery, LLC, is a subsidiary of Aetna Inc. The availability of any particular provider cannot be guaranteed and provider network composition is subject to change. Notice of the change shall be provided in accordance with applicable state law.

### Misrepresentation

**Attention California Residents:** For your protection, California law requires notice of the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

To the best of my knowledge, I represent that all information supplied in this form is true and complete. I have read and agree to the Conditions of Enrollment and Misrepresentation on this **California** Employee Enrollment/Change Request form.

<i>Employee Signature - Required</i>	<i>Date (Month/Day/Year)</i>	<i>Employee E-mail Address (optional)</i>	<i>Primary Language Spoken</i>
X			

### Employer Verification (To Be Completed by Employer)

<i>Employer Signature - Required</i>	<i>Title</i>	<i>Date (Month/Day/Year)</i>
X		

### Instructions

#### Employer

- Complete the **Employer Group Information** at the top of Page 1.
- Complete the **Employer Verification** below the Employee signature on Page 3. Employer must sign & date the Enrollment/Change Request for new enrollments or coverage changes to be processed.

#### Employee – Complete Sections A – D.

##### Section A – Type of Activity:

- Check box(es) indicating reason(s) for submitting this Enrollment/Change Request.
- Provide Effective Date(s) & Date of Event(s) where requested.

##### Section B – Employee Information:

- Complete **all** information in order for your Enrollment/Change Request to be processed.
- *Beneficiary Designation* – Complete only if your employer is offering Aetna Life Insurance coverage.

##### Section C – Plan Options: Your selection must be offered by your employer.

##### Section D – Individuals Covered:

- Add/Change/Remove – Use "A", "C", or "R" to indicate whether you are adding, changing or removing coverage for an individual.
- Print your full name along with the names(s) of your dependent(s), if applicable. Indicate Sex, Birthdate, & Social Security Number for each individual.
  - *Relationship Code* – Use **ONLY**: H=Husband, W=Wife, S=Son, D=Daughter, Y=Sponsored Male, X=Sponsored Female. **If the dependent is NOT your spouse or a biological or legally adopted child, please indicate relationship to employee in Special Remarks.**
- If you or your dependent(s) were covered under your employer's or other **Prior Insurance Plan** or currently have **Other Medical Coverage**, check the "Yes" box(es) and provide beginning & ending effective dates, name & policy number of insurance carrier, HMO or other source & your **Membership Number** for the insurance plan in the space provided in Number 1.
- If you or your dependent(s) have **Other Rx Drug Coverage**, check the "Yes" box and provide beginning & ending effective dates, name & policy number of insurance carrier, HMO or other source & your **Membership Number** for the insurance plan in the space provided in Number 2.
  - **NOTE:** In some instances your medical carrier will differ from your Rx drug carrier.
- If a dependent is Physically or Mentally Disabled & financially dependent, check "Yes" & provide proof of physical or mental disability status from the attending physician.
- Primary Medical Office ID Number: Locate the office ID number for the primary care physician from the appropriate provider directory or from DocFind®, Aetna's online provider directory at "www.aetna.com". If you are a current patient, please check the "Yes" box under Current Patient.

**Conditions of Enrollment/Misrepresentation – Employee Signature:** Employee must sign & date the Enrollment/Change Request for new enrollments or coverage changes to be processed.

**DOI Written Notice of Availability of Language Assistance**

**No Cost Language Services.** You can get an interpreter. You can get documents read to you and some sent to you in your language. For help, call us at the number listed on your ID card or 1-877-287-0117. For more help call the CA Dept. of Insurance at 1-800-927-4357 English

**Servicios de idiomas sin costo.** Puede obtener un intérprete. Le pueden leer documentos y que le envíen algunos en español. Para obtener ayuda, llámenos al número que figura en su tarjeta de identificación o al 1-877-287-0117. Para obtener más ayuda, llame al Departamento de Seguros de CA al 1-800-927-4357. Spanish

**免費語言服務。** 您可獲得口譯員服務，用中文把文件唸給您聽。欲取得協助，請致電您的保險卡所列的電話號碼，或撥打 1-877-287-0117 與我們聯絡。欲取得其他協助，請致電 1-800-927-4357 與加州保險部聯絡。Chinese

**Các Dịch Vụ Trợ Giúp Ngôn Ngữ Miễn Phí.** Quý vị có thể được nhận dịch vụ thông dịch và được người khác đọc giúp các tài liệu bằng tiếng Việt. Để được giúp đỡ, hãy gọi cho chúng tôi tại số điện thoại ghi trên thẻ hội viên của quý vị hoặc 1-877-287-0117. Để được trợ giúp thêm, xin gọi Sở Bảo Hiểm California tại số 1-800-927-4357. Vietnamese.

**무료 통역 서비스.** 귀하는 한국어 통역 서비스를 받으실 수 있으며 한국어로 서류를 낭독해주는 서비스를 받으실 수 있습니다. 도움이 필요하신 분은 귀하의 ID 카드에 나와있는 안내 전화: 1-877-287-0117번으로 문의해 주십시오. 보다 자세한 사항을 문의하실 분은 캘리포니아 주 보험국, 안내 전화 1-800-927-4357번으로 연락해 주십시오. Korean

**Walang Gastos na mga Serbisyo sa Wika.** Makakakuha ka ng interpreter o tagasalin at maipababasa mo sa Tagalog ang mga dokumento. Para makakuha ng tulong, tawagan kami sa numerong nakalista sa iyong ID card o sa 1-877-287-0117. Para sa karagdagang tulong, tawagan ang CA Dept. of Insurance sa 1-800-927-4357 Tagalog

**Անվճար Լեզվական Օգնություններ:** Դուք կարող եք թարգմանի և կարդալ ձեր փաստաթղթերը ընթերցել սույլ ձեզ համար հայերեն լեզվով: Օգնության համար սեզ զանգահարեք ձեր ինքնության (ID) ստույի վրա նշված կամ 1-877-287-0117 համարով: Լրացուցիչ օգնության համար 1-800-927-4357 համարով զանգահարեք Կալիֆոռնիայի Աստիճանավարության Բաժանմունք: Armenian

**Бесплатные услуги перевода.** Вы можете воспользоваться услугами переводчика, и ваши документы прочтут для вас на русском языке. Если вам требуется помощь, звоните нам по номеру, указанному на вашей идентификационной карте, или 1-877-287-0117. Если вам требуется дополнительная помощь, звоните в Департамент страхования штата Калифорния (Department of Insurance) по телефону 1-800-927-4357. Russian

**無料の言語サービス** 日本語で通訳をご提供し、書類をお読みします。サービスをご希望の方は、IDカード記載の番号または1-877-287-0117までお問い合わせください。更なるお問い合わせは、カリフォルニア州保険庁、1-800-927-4357までご連絡ください。Japanese

خدمات مجاني مربوط به زبان. میتوانید از خدمات یک مترجم شفاهی استفاده کنید و بگوئید مدارک به زبان فارسی برایتان خوانده شوند. برای دریافت کمک، با ما از طریق شماره تلفنی که روی کارت شناسائی شما قید شده است و یا این شماره 1-877-287-0117 تماس بگیرید. برای دریافت کمک بیشتر، به CA Dept. of Insurance (اداره بیمه کالیفرنیا) به شماره 1-800-927-4357 تلفن کنید. Persian

**ਮੁਫਤ ਭਾਸ਼ਾ ਸੇਵਾਵਾਂ:** ਤੁਸੀਂ ਦੁਬਾਰੀਏ ਦੀਆਂ ਸੇਵਾਵਾਂ ਹਾਸਲ ਕਰ ਸਕਦੇ ਹੋ ਅਤੇ ਦਸਤਾਵੇਜ਼ਾਂ ਨੂੰ ਪੰਜਾਬੀ ਵਿੱਚ ਸੁਣ ਸਕਦੇ ਹੋ। ਕੁਝ ਦਸਤਾਵੇਜ਼ ਤੁਹਾਨੂੰ ਪੰਜਾਬੀ ਵਿੱਚ ਭੇਜੇ ਜਾ ਸਕਦੇ ਹਨ। ਮਦਦ ਲਈ, ਤੁਹਾਡੇ ਆਈਡੀ (ID) ਕਾਰਡ 'ਤੇ ਦਿੱਤੇ ਨੰਬਰ 'ਤੇ ਜਾਂ 1-877-287-0117 'ਤੇ ਸਾਨ ਫ਼ਨ ਕਰੋ। ਵਧੇਰ ਮਦਦ ਲਈ ਕੇਲੀਫੋਰਨੀਆ ਡਿਪਾਰਟਮੈਂਟ ਆਫ਼ ਇਨਸੂਰੈਂਸ ਨੂੰ 1-800-927-4357 'ਤੇ ਫ਼ੋਨ ਕਰੋ। Punjabi

**សេវាកម្មភាសាឥតគិតថ្លៃ** អ្នកអាចទទួលបានអ្នកបកប្រែភាសា និងអានឯកសារជូនអ្នកជា ភាសាខ្មែរ ។ សម្រាប់ជំនួយ សូមទូរស័ព្ទមកយើងខ្ញុំតាមលេខដៃសម្រាប់បង្ហាញលើប័ណ្ណសំគាល់ខ្លួនរបស់អ្នក ឬលេខ 1-877-287-0117 ។ សម្រាប់ជំនួយបន្ថែមទៀត សូមទូរស័ព្ទទៅក្រសួងធានារ៉ាប់រងរដ្ឋកាលីហ្វ័រញ៉ា តាមលេខ 1-800-927-4357 Khmer

خدمات ترجمة بدون تكلفة. يمكنك الحصول على مترجم وقرائة الوثائق لك باللغة العربية. للحصول على المساعدة، اتصل بنا على الرقم المبين على بطاقة عضويتك أو على الرقم 1-877-287-0117. للحصول على المزيد من المعلومات، اتصل بإدارة التأمين لولاية كاليفورنيا على الرقم 1-800-927-4357 Arabic

**Cov Kev Pab Txhais Lus Tsis Them Nqi.** Koj yuav thov tau kom muaj neeg los txhais lus rau koj thiab kom neeg nyeem cov ntawm ua lus Hmoob. Yog xav tau kev pab, hu rau pab ntawm tus xov tooj nyob hauv koj daim yuaj ID los sis 1-877-287-0117. Yog xav tau kev pab ntxiv hu rau CA lub Caj Meem Fai Muab Kev Tuav Pov Hwm ntawm 1-800-927-4357 Hmong

CDI Notice of Language Assistance-Trad

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