Change Form

for group coverage

BlueCross BlueShield of Kansas | BlueCross BlueShield Kansas Solutions

bcbsks.com

Section 1 – Applicant Information (completion of this section is required)

CLEAR DATA

☐ Check this box if applicant information has changed.

First Name ____ MI ____ Gender ☐ Male ☐ Female Date of Birth ___/___/___

Last Name ____ Suffix ____ Social Security Number ___-___-___

Residential Address ____ Home Phone Number (___) ___-___ Cell Phone Number (___) ___-___

City ____ E-mail Address ____

State ____ ZIP Code ____ +4 ____ County ____ Employed by ____

Mailing Address (if different from residential address) ____ Work Phone Number (___) ___-___ Fax Number (___) ___-___

City ____ Group Number/Category ____

State ____ ZIP Code ____ +4 ____ County ____ Member ID Number ____

Section 2 – Adding Family Members to Coverage

I want to enroll in:

Employee only	☐ Health	☐ Dental
Employee and child(ren)	☐ Health	☐ Dental
Employee and spouse	☐ Health	☐ Dental
Employee and family	☐ Health	☐ Dental

Reason for change:

☐ Open Enrollment ☐ Birth/Adoption

☐ Marriage ☐ Divorce

☐ Involuntary Loss of Coverage (explain) ____

☐ Other (give reason) ____

Official Date of Occurrence ___/___/___

Documentation of event may be required to complete enrollment. You will be notified if such documentation is required.

Relationship to applicant: ☐ Spouse ☐ Child ☐ Stepchild ☐ Legal Guardianship ☐ Legal Custody

First Name ____ MI ____ Gender ☐ Male ☐ Female Date of Birth ___/___/___

Last Name ____ Suffix ____ Social Security Number ___-___-___ Date of Marriage/Adoption ___/___/___

Relationship to applicant: ☐ Spouse ☐ Child ☐ Stepchild ☐ Legal Guardianship ☐ Legal Custody

First Name ____ MI ____ Gender ☐ Male ☐ Female Date of Birth ___/___/___

Last Name ____ Suffix ____ Social Security Number ___-___-___ Date of Marriage/Adoption ___/___/___

Relationship to applicant: ☐ Spouse ☐ Child ☐ Stepchild ☐ Legal Guardianship ☐ Legal Custody

First Name ____ MI ____ Gender ☐ Male ☐ Female Date of Birth ___/___/___

Last Name ____ Suffix ____ Social Security Number ___-___-___ Date of Marriage/Adoption ___/___/___

Section 2 – Adding Family Members to Coverage (continued)

Relationship to applicant: ☐ Spouse ☐ Child ☐ Stepchild ☐ Legal Guardianship ☐ Legal Custody

First Name _____ MI _____ Gender ☐ Male ☐ Female _____ / _____ / _____ Date of Birth

Last Name _____ Suffix _____ _____-_____-_____ Social Security Number _____ / _____ / _____ Date of Marriage/Adoption

Is anyone applying for this coverage enrolled in any other health/dental insurance (excluding Medicare, Medicaid or SRS)? ☐ Yes ☐ No

Do you or any of your listed dependents have Medicare Parts A and/or B? ☐ Yes ☐ No

Are you entitled to Medicare due to ESRD (permanent kidney failure)? ☐ Yes ☐ No

Name of family member with Medicare coverage:

First Name _____ MI _____

Last Name _____ Suffix _____

Medicare ID Number _____

_____ / _____ / _____ Part A Effective Date

_____ / _____ / _____ Part B Effective Date

Section 3 – Removing Family Members from Coverage

Check one:

☐ Change to employee only ☐ Change to employee and spouse ☐ Change to employee and child(ren)

☐ Retain family and terminate coverage for: _____

Reason for change:

☐ Divorce ☐ Child reaching age limit ☐ Death ☐ Other (give reason): _____

_____ / _____ / _____
Official Date of Occurrence

Relationship to applicant: ☐ Spouse ☐ Child ☐ Stepchild ☐ Legal Guardianship ☐ Legal Custody

First Name _____ MI _____ Gender ☐ Male ☐ Female _____ / _____ / _____ Date of Birth

Last Name _____ Suffix _____ _____-_____-_____ Social Security Number

Relationship to applicant: ☐ Spouse ☐ Child ☐ Stepchild ☐ Legal Guardianship ☐ Legal Custody

First Name _____ MI _____ Gender ☐ Male ☐ Female _____ / _____ / _____ Date of Birth

Last Name _____ Suffix _____ _____-_____-_____ Social Security Number

Section 4 – Other Changes and Comments

I represent that all statements made herein are complete and true to the best of my knowledge. I understand that if I fail to provide any material information or if I intentionally misrepresent any material fact, such omission or intentional misrepresentation may result in the re-rating, termination or rescission of my health care coverage and/or criminal prosecution.

To process the above changes, please sign and date:

Your signature required

_____ Applicant _____ / _____ / _____ Date Signed

_____ Plan Administrator Representative, Plan Sponsor Representative or Officer of the Company _____ / _____ / _____ Date Signed

This information is being furnished in compliance with applicable federal regulations.

This Notice has important information. This notice has important information about your application or coverage through Blue Cross and Blue Shield of Kansas. Look for key dates in this notice. You may need to take action by certain deadlines to keep your health coverage or help with costs. You have the right to get this information and help in your language at no cost. Please call 1-800-432-3990.

Discrimination is against the law.

Blue Cross and Blue Shield of Kansas (BCBSKS) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. BCBSKS does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Blue Cross and Blue Shield of Kansas:
- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, contact Holly Graves.

If you believe that BCBSKS 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 with:

Holly Graves, Director, Individual Sales and Customer Service, 1133 S.W. Topeka Blvd., Topeka, KS 66629-0001,
1-800-432-3990, TTY: 1-800-766-3777, Fax: 785-290-0711, CSC@bcbsks.com.

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Holly Graves is available to help you.

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, D.C. 20201
1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at http://www.hhs.gov/ocr/office/file/index.html.

Para obtener asistencia en español, llame al servicio de atención al cliente al número que aparece en su tarjeta de identificación.

請撥打您 ID 卡上的客服號碼以尋求中文協助。

Gọi số dịch vụ khách hàng trên thẻ ID của quý vị để được hỗ trợ bằng Tiếng Việt.

한국어로 도움을 받고 싶으시면 ID 카드에 있는 고객 서비스 전화번호로 문의해 주십시오.

Para sa tulong sa Tagalog, tumawag sa numero ng serbisyo sa customer na nasa inyong ID card.

Обратитесь по номеру телефона обслуживания клиентов, указанному на Вашей идентификационной карточке, для помощи на русском языке.

اتصل برقم خدمة العملاء الموجود على بطاقة هُويتك للحصول على المساعدة باللغة العربية.

Rele nimewo sèvis kliyantèl ki nan kat ID ou pou jwenn èd nan Kreyòl Ayisyen.

Pour une assistance en français du Canada, composez le numéro de téléphone du service à la clientèle figurant sur votre carte d'identification.

Ligue para o número de telefone de atendimento ao cliente exibido no seu cartão de identificação para obter ajuda em português.

Aby uzyskać pomoc w języku polskim, należy zadzwonić do działu obsługi klienta pod numer podany na identyfikatorze.

日本語でのサポートは、ID カードに記載のカスタマーサービス番号までお電話でお問い合わせください。

Per assistenza in italiano chiamate il numero del servizio clienti riportato nella vostra scheda identificativa.

Rufen Sie den Kundendienst unter der Nummer auf Ihrer ID-Karte an, um Hilfestellung in deutscher Sprache zu erhalten.

برای دریافت راهنمایی به زبان فارسی ، با شماره خدمات مشتری که بر روی کارت شناسایی شما درج شده است تماسبگیرید..