

## Subscriber New Enrollment, BCN Primary Care Physician Selection or Change of Status Form

Please read the following information before completing the attached New Subscriber Enrollment, BCN-Primary Care Physician Selection or Change of Status forms. The information on this form and the following conditions are part of your contract with Blue Cross Blue Shield of Michigan or Blue Care Network of Michigan.

I am applying for coverage for myself and my family members identified on this application under my employer's or association's contract with BCBSM or BCN. Coverage begins on the date determined by BCBSM or BCN. When BCBSM or BCN accepts my application, I and covered members of my family are bound by the terms of BCBSM's and BCN's CERTIFICATES, RIDERS, OTHER COVERAGE DOCUMENTS, POLICIES and this application. I understand that the submission of false or misleading information or the omission of material information on this form may result in rejection of my enrollment or retroactive termination of my coverage.

**Proof of eligibility:** I agree to provide proof of my dependents' eligibility for coverage when requested by BCBSM or BCN.

**Authorization:** I appoint my employer or association to handle all matters of coverage. It may forward any agreed deductions for coverage from my wages. I am responsible for giving notice to my employer or association of changes in my status or my family's status that affect coverage, such as marriage, divorce, birth, Medicare entitlements, or death of someone covered under the policy. I authorize BCBSM or BCN or my primary care physician to obtain the medical records relating to me and my enrolled family members necessary for the coordination of our medical care, administration of my coverage with BCBSM or BCN and for other purposes necessary for BCBSM or BCN to fulfill its contractual and statutory obligations.

**Health Insurance Portability and Accounting Act:** When special enrollment rights are the result of loss of eligibility, BCBSM reserves the right to request verification of the reason for such loss in the form of a letter from the previous group or carrier. A Certificate of Creditable Coverage will not be accepted in lieu of a letter from the previous group or carrier unless it specifies the reason for the loss of eligibility. HIPAA special enrollment rights do not pre-empt a new hire waiting period; the new hire waiting period must first be satisfied. A certificate of creditable coverage cannot be used to waive a new hire waiting period. Voluntary terminations of other health care coverage do not qualify for HIPAA special enrollment rights. (Note, terminations of employment may qualify for special enrollment rights).

**Release of information:** I acknowledge that BCBSM or BCN requires me to provide my Social Security number. In applying for coverage, I and my enrolled family members agree to permit providers and others to release "protected health information" (as that term is used in the Health Insurance Portability and Accountability Act of 1996, as amended) to BCBSM or BCN for purposes of administering our coverage. Upon my request, BCBSM or BCN will tell me where the information was sent. If I have enrolled in a flexible spending account or health reimbursement arrangement through my employer, I authorize BCBSM or BCN to provide claims information pertaining to me and my covered dependents to the account administrator to facilitate reimbursement.

**Group representative information:** Group represents that the status change being requested is compliant with and permissible under applicable state and federal law, including the Patient Protection and Affordable Care Act.

### Blue Care Network only

I and my enrolled family members agree that all of our medical services must be performed, prescribed, directed or authorized by our designated BCN primary care physicians except in the case of an immediate and unforeseen medical emergency when the time needed to contact our PCPs may mean permanent damage to our health. Unauthorized services that are not an emergency, as described above, received from non-BCN providers will not be covered.

The BCN services area excludes Lenawee county in the lower peninsula. Residents of Lenawee county may receive non-emergent services in a BCN-covered county. Only Mackinac, Marquette and Houghton are included in the BCN service area in the upper peninsula.

I agree to assign to BCN my entire right of recovery of the cost of hospital, medical and prescription services delivered by or paid for by BCN against any person or organization as a result of accident or disease including injuries or disease claimed under workers compensation laws or acts, whether by redemption award or voluntary payment or otherwise.

I authorize any holder of medical or other information about me or my enrolled family members to release to the Centers for Medicare and Medicaid Services, any insurance company, or any HMO and their agents, any information needed to determine benefits coverage. I request that payment of authorized Medicare, Medicaid, Insurance company, or HMO benefits be made payable to BCN on my behalf for any services furnished to me and my enrolled family members by BCN.

### Send completed forms to:

For Blue Cross Blue Shield of Michigan  
Membership and Billing - M.C. 610G  
Blue Cross Blue Shield of Michigan  
P.O. Box 2260  
Detroit, MI 48231-2260  
Fax: 1-866-900-2619 or  
1-866-900-2829

For Blue Care Network  
Membership and Billing - M.C. C411  
Blue Care Network  
P.O. Box 5043  
Southfield, MI 48086  
Fax: 1-877-218-1466



**Blue Cross  
Blue Shield  
Blue Care Network**  
A nonprofit corporation and independent licensee  
of the Blue Cross and Blue Shield Association

# SUBSCRIBER NEW ENROLLMENT

(see Page 3 for instructions)

☐ BCBSM ☐ BCN Members - Complete Page 4 for PCP Selection

☐ \$500-10% Plan ☐ \$1300-20% Plan

Subscriber information									
Date	Social Security number (required)	Subscriber last name	Subscriber first name	M.I.	Marital status	Gender			
Subscriber birth date	Home street address	City	State	ZIP code					
County	Country - if other than USA	Primary telephone number	Secondary telephone number	E-mail					
List all persons to be covered:		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		Relationship code (see instructions for codes)			
Spouse	Last name	First name	MI	Gender	Date of birth	Social Security number			
Dep. 1				<input type="checkbox"/> M <input type="checkbox"/> F					
Dep. 2				<input type="checkbox"/> M <input type="checkbox"/> F					
Dep. 3				<input type="checkbox"/> M <input type="checkbox"/> F					
Dep. 4				<input type="checkbox"/> M <input type="checkbox"/> F					
If the permanent address of the spouse or dependent is different from the address above, please complete the information below:									
Spouse or dependent (full name)		Street address		City		State	ZIP code		
Coordination of benefits information									
Do you, your spouse dependents maintain other coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, complete below: <input type="checkbox"/> Check here if this applies to all members on the contract:									
Person covered (full name)		Employer or group name		Policy number		Carrier		Address	
I have read and understand the conditions of this form. Subscriber signature: _____ Date: _____									
Health savings and flexible spending account options									
<input type="checkbox"/> HSA <input type="checkbox"/> HSA Opt out <input type="checkbox"/> BCBSM Product indicator code: <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> FSAMED Goal amount: <input type="checkbox"/> FSADEPCA Goal amount: _____									
Employer/Group use only									
Group name		Employer reference ID		Department ID		Benefit code		Plan code	
Check coverage if applicable:		Check type of enrollment:		Return from layoff		Loss of eligibility (prior coverage)		Salary	
<input type="checkbox"/> Medical <input type="checkbox"/> Vision		<input type="checkbox"/> New <input type="checkbox"/> Full time <input type="checkbox"/> Part time		Old group division/subgroup		Retiree <input type="checkbox"/> Surviving spouse		Average hours worked per week (required):	
<input type="checkbox"/> Dental		<input type="checkbox"/> Rehire <input type="checkbox"/> Layoff		New group division/subgroup		<input type="checkbox"/> Hourly <input type="checkbox"/> Open enrollment		Job title (required):	
COBRA enrollment Check reason: <input type="checkbox"/> Termination <input type="checkbox"/> Reduction of hours <input type="checkbox"/> Divorce or legal separation <input type="checkbox"/> Layoff <input type="checkbox"/> Loss of dependent status <input type="checkbox"/> Deceased subscriber <input type="checkbox"/> Previous contract number									
Loss of eligibility (prior coverage) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, complete: Carrier's name (including BCBSM and BCN) Contract holder name									
Are any members listed enrolled in Medicare? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, check reason category <input type="checkbox"/> Working Aged <input type="checkbox"/> Retired <input type="checkbox"/> Disabled <input type="checkbox"/> ESRD HIC number: _____									
<input type="checkbox"/> Medicare primary <input type="checkbox"/> BCBSM or BCN primary Medicare A effective date Medicare B effective date Medicare Part D effective date									

## Instructions for completing Subscriber New Enrollment form on Page 2

- Indicate if enrolling in BCBSM or BCN: If enrolling with BCN, complete the *BCN Primary Care Physician Selection* form on Page 4 to designate your primary care physician.
- Enter BCBSM group and division number (for example, suffix, section code) or BCN group number, subgroup number and BCN class number. Have your employer's HR representative sign and date the *Employer signature* section.

### Subscriber information:

- Enter subscriber Social Security number (required if 45 years of age or older). Enter subscriber last name, subscriber first name and middle initial. Indicate whether single or married, male or female. Enter subscriber date of birth.
- Enter home address beginning with street address, city, state and ZIP code. Enter e-mail address for member outreach (i.e. health and wellness).
- Enter county name for home address, country name (if other than USA). Enter primary and secondary phone number and indicate if home, work or cell.
- List all persons to be enrolled. Enter names on appropriate line - Spouse, Dependent 1, 2, 3 and 4 as applicable. Complete additional forms if you have more than four dependents.
- Enter last name, first name, middle initial, male or female, date of birth, Social Security number (required if 45 years of age or older) and relationship code (see below).

### Relationship codes:

N - Child (by birth or adoption)	A - Child adoption in process **	C - Court order coverage (QMCSO) **
S - Stepchild	L - Legal guardianship **	D - Disabled child ***
P - Principal support (BCN only)*	SD - Sponsored dependent *	M - Medicare

\* = Attach documentation    \*\* = Attach court order    \*\*\* = Attach physician statement

- Enter the spouse's or dependent's permanent address if different from the address indicated above.

### Coordination of benefits information

- Indicate yes or no if you, your spouse or dependent maintain other health care coverage. If yes, list complete name of person covered, group name, policy number, carrier name and address. If other health coverage applies to all members on the contract, check the applicable box.

### Health savings and flexible spending account options:

- Check all applicable options and enter the goal amount. Enter the four digit BCBSM product indicator code.

FSAMED – Medical spending account	HSA – Health Savings Account
FSADEPCA – Dependent care flexible spending account	HSA – Health Savings Account opt out

### Employer/Group use only

- Enter employer or group name and employee reference identification or department number, if applicable. Enter benefit code (service code, package code). Enter plan code (BCBSM plan servicing this contract). Enter date of hire and effective date.
- Please check all applicable boxes to indicate coverage selected.
- Check type of enrollment (new, rehire, etc.). Indicate the average hours worked per week and the employee's job title. If enrolled in COBRA check the reason for COBRA. Indicate the previous contract number and the original qualifying date. If transfer, please indicate the old group/division/subgroup and new group division/subgroup numbers.
- For loss of eligibility (prior coverage), indicate Yes or No. If yes, please indicate the carrier name, contract holder name, policy number and termination date.
- Medicare status: Indicate if any members listed are enrolled in Medicare. If Yes, check the category under which the member is enrolled in Medicare. Indicate if Medicare is primary or if BCBSM or BCN is primary per mandatory secondary payer laws, and enter effective date of the Medicare Parts A, B and D coverage. Please attach a copy of the Medicare card.

Please provide all documentation for enrollment.



# BCN Primary Care Physician Selection (see Page 5 for instruction)

Subscriber Social Security number (required for age 45 and older)	BCN group number	Subgroup number	Class number
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If you are enrolling in BCN, you need to select a primary care physician for you and each person on your contract. List your selection(s) on this form. You can choose a different primary care physician for each member of your family, or one to care for your entire family. If you elect to have one doctor for your entire family, you must select a family or general practice physician. You cannot choose a specialist as a PCP. You also need to fill out this form if you are already enrolled in BCN and have decided to change your PCP.

## Need information about available primary care physicians?

Our website [BCBSM.com/find-a-doctor](http://BCBSM.com/find-a-doctor) provides the most current information on BCN-affiliated primary care physicians. You can search for a doctor by family practice, general medicine, internal medicine, internal medicine and pediatrics, pediatrics and preventive medicine, city or hospital group.

Member Information						
	Member's last name, first name	Physician last name, first name	Physician's NPI#	Physician address	If changing PCPs, list reason	Seen in the last 12 months?
Subscriber						<input type="checkbox"/> Yes <input type="checkbox"/> No
Spouse						<input type="checkbox"/> Yes <input type="checkbox"/> No
Dep. 1						<input type="checkbox"/> Yes <input type="checkbox"/> No
Dep. 2						<input type="checkbox"/> Yes <input type="checkbox"/> No
Dep. 3						<input type="checkbox"/> Yes <input type="checkbox"/> No
Dep. 4						<input type="checkbox"/> Yes <input type="checkbox"/> No
Group/Employer's name:				Date you changed to this physician:		
I have read and understand Subscriber the conditions of this form. signature:				Date:		

## Return this form to start your health care partnership

We encourage you to return this form as soon as you enroll so we can notify your doctor of your membership.

Fax your completed form to 1-877-218-1466.

Or, mail to:

Membership and Billing

Mail Code C411

Blue Care Network

P.O. Box 5043

Southfield, MI 48086-5043

## All changes become effective two business days after we receive this form — unless you request a later effective date.

You cannot select an earlier date when you change your primary care physician. If you change your primary care physician while you are being treated by a specialist, your new primary care physician must reauthorize the treatment you are receiving. Your treatment may not be covered until that occurs.

You may request to change your PCP effective immediately by calling the Physician Selection Line at 800-662-6667. TTY users call 1-800-257-9980.

#### Instructions for completing the *BCN Primary Care Physician Selection* form on Page 4

- Enter subscriber Social Security number (required for age 45 or older), BCN group number, subgroup number and class number.
- Enter each member's last and first name, physician's last name and first name, physician's NPI number, physician's address and the reason for changing your PCP, if applicable. Indicate if the primary care physician has been seen in the last 12 months. You can find the physician's NPI number when searching for a doctor on [BCBSM.com/find-a-doctor](http://BCBSM.com/find-a-doctor)
- Enter the employer's name and the date you changed to this physician.
- In the signature section, sign your full name and enter the date that you signed the form.

Note: Submit the *BCN Primary Care Physician* form with your *New Subscriber Enrollment* form when enrolling with BCN.