

INSTRUCTIONS FOR COMPLETION OF ENROLLMENT FORM TO ENROLL OR ADD DEPENDENTS TO THE PRODUCERS' HEALTH BENEFITS PLAN ("PHBP")

Step 1 – Complete page 1 of the Enrollment Form, which follows this guide. If you are a Freelance employee residing in California, check the Classic PPO Dept Code M001 box. If you are a Freelance employee residing outside of California, check the Classic PPO Dept Code M007 box. Then, check the Anthem Dental PPO Complete box. Next, check the open enrollment box. The effective date of changes made during open enrollment is January 1, 2018. Then, complete the employee information section at the bottom of page 1 (as a Freelance employee, you can disregard the 'date of hire', 're-hire date', 'employer' and 'part-time to full time employment date' questions).

Step 2 – Complete page 2 of the enrollment form. You will need to provide information regarding both yourself and any dependents you may be enrolling. Please check the 'add' box for each dependent in the first column, and enter the requested information. Please note that if you are enrolling a dependent for the first time, the PHBP requests that you provide a photocopy of your marriage certificate (for spouses), birth certificate(s) (for children), and other documents as may be required by the PHBP.

Step 3 – Complete page 3 of the enrollment form. It is not necessary to answer Parts A through E at the bottom of page 3.

Step 4 – Complete page 4 of the enrollment form by signing and dating it.

Step 5 – Submit your completed enrollment form to enroll yourself and/or your dependents to the third-party administrator for the PHBP by mail, by fax, or by e-mail. Please note that all open enrollment documents must be submitted to the PHBP's third-party administrator by December 15, 2017. You can mail documents to the PHBP at PO Box 2340, West Covina, CA 91793. If you need to send documents to the PHBP via overnight delivery please use PHBP, c/o BeneSys Administrators, 1050 Lakes Drive, Suite 120, West Covina, CA 91793. You can fax documents to the PHBP at (925) 478-4839. Lastly, you can send documents to the PHBP via e-mail at staff@phbpbenefits.org.

Step 6 – Freelance dependent costs are simply \$250 per month for the first dependent, whether the dependent is a spouse, domestic partner, or child, and \$100 per month for each additional dependent. You can either pay monthly, or the PHBP can automatically deduct the Freelance dependent cost from your checking or savings account.

Please do not hesitate to contact the PHBP's third-party administrator at (855) 696-2909 to ask questions about open enrollment.



PHBP BENEFITS ENROLLMENT AND CHANGE FORM



COMPLETED FORMS MUST BE SUBMITTED TO BENESYS ONLY. DUE TO PHI LAW, FORMS MUST NEVER BE SENT VIA UNSECURE EMAIL BY MAIL/OVERNIGHT (PHBP, C/O BeneSys, P.O. Box 2340 West Covina, CA 91793) or BY SECURE FAX (925-478-4839)

Anthem Blue Cross Medical Plans: Anthem PHBP Group Number: 277596 Employer Name (if applicable): _____

- Classic PPO Dept Code (Staff CA): **M004**
- Classic PPO Dept Code (Freelance CA): **M001**
- Classic PPO Dept Code (Staff OOS): **M010**
- Classic PPO Dept Code (Freelance OOS): **M007**
- Anthem Dental PPO Complete (Staff & Freelance) **Group Number: 935803**
- Open Enrollment
- New Enrollee
- Other Change
- Family Addition
- Freelance
- Staff

Effective Date: _____ *Qualifying Event and Event Date: _____

EMPLOYEE INFORMATION (Please Print Clearly)

 Last Name First Name MI Maiden Name (if applicable) Job Title

 Residential Address City State Zip Code Single Married Divorced

Domestic Partner (DP)**

 Mailing Address (if different from residential) City State Zip Code

() () _____
 Business Phone Home Phone Employer-Provided E-mail (*Required*) Language Preference

English Other: _____

Date of Hire: _____ Re-Hire Date: _____ Part-Time to Full Time Employment Date: _____

*If you are adding you or dependent outside the annual open enrollment period, you must submit this form along with the necessary documents (birth cert, proof of prior coverage, marriage cert, etc) within 30 days of the date of the change or no approval can be granted. **To be eligible as a Domestic Partner, the Subscriber and Domestic Partner must have properly filed a Declaration of Domestic Partnership with the California Secretary of State pursuant to the California Family Code, or have properly filed an equivalent document in accordance with the laws of another jurisdiction recognizing the creation of domestic partnerships. ***If you are eligible for Medicare, Anthem Blue

IF ENROLLING A SPOUSE OR CHILD, PLEASE PROVIDE A COPY OF YOUR MARRIAGE CERTIFICATE AND/OR YOUR CHILD'S BIRTH CERTIFICATE.

ENROLLMENT INFORMATION

	First Name	Last Name	MI	Social Security #	Sex	Date of Birth	Age 26 & Over	Plans
SELF <input type="checkbox"/> Decline							Check appropriate boxes below	ANTHEM MEDICAL PPO AND ANTHEM DENTAL + VSP ENROLLED IN MEDICARE *** <input type="checkbox"/>
SPOUSE <input type="checkbox"/> DP** <input type="checkbox"/> <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Decline							IRS Qualified Dependent	ANTHEM MEDICAL PPO AND ANTHEM DENTAL + VSP ENROLLED IN MEDICARE *** <input type="checkbox"/>
CHILD <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Decline							<input type="checkbox"/> Yes <input type="checkbox"/> No	ANTHEM MEDICAL PPO AND ANTHEM DENTAL + VSP VISION
CHILD <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Decline							<input type="checkbox"/> Yes <input type="checkbox"/> No	ANTHEM MEDICAL PPO AND ANTHEM DENTAL + VSP VISION
CHILD <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Decline							<input type="checkbox"/> Yes <input type="checkbox"/> No	ANTHEM MEDICAL PPO AND ANTHEM DENTAL + VSP VISION
CHILD <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Decline							<input type="checkbox"/> Yes <input type="checkbox"/> No	ANTHEM MEDICAL PPO AND ANTHEM DENTAL + VSP VISION

Reason for Declining Coverage (Check One)

- Covered by spouse's Plan: *Carrier Name and ID#* _____ Medicare
Covered by Individual Plan Enrolled in Tricare Spouse Covered by Employer
 Enrolled in any other plan: *Carrier* _____ Other: _____

Check box if additional sheet is attached to this application

ONLY SIGN IF YOU ARE REFUSING COVERAGE FOR YOURSELF OR YOUR ELIGIBLE DEPENDENTS - DECLINATION/REFUSAL OF INSURANCE

I acknowledge that the available coverages have been explained to me by my employer and I know that I have every right to apply for coverage. I have been given the chance to apply for this coverage and I have decided not to enroll myself and/or my dependent(s), if any. I have made this decision voluntarily, and no one has tried to influence me or put any pressure on me to decline coverage. BY DECLINING THIS GROUP MEDICAL COVERAGE (UNLESS EMPLOYEE AND/OR DEPENDENTS HAVE GROUP MEDICAL COVERAGE ELSEWHERE) I ACKNOWLEDGE THAT MY DEPENDENTS AND I MAY HAVE TO WAIT UP TO TWELVE (12) MONTHS TO BE ENROLLED IN THIS GROUP MEDICAL AND DENTAL GROUP LIFE INSURANCE PLAN. BY DECLINING THE GROUP VISION COVERAGE, I ALSO ACKNOWLEDGE THAT MY DEPENDENTS AND I WILL NOT HAVE ANY OPPORTUNITY IN THE FUTURE TO ENROLL IN THE PLAN UNLESS WE CAN SHOW PROOF OF LOSS OF OTHER VISION COVERAGE.

X

Employee Signature (if REFUSING/DECLINING coverage for employee and/or dependents)

Date

- A. Do any persons on this application intend to continue other group coverage if this application is accepted? Yes No
If yes, name of person(s): _____ Insurance Co: _____ Primary
- B. Does any person or persons applying for coverage currently have health insurance coverage?
 Yes No Effective Date of Other Coverage: _____
- C. Has any person or persons applying for coverage had health insurance coverage at any time in the past six months? Yes No
if yes, applicant/family member name(s): _____
Type of continuous coverage: Group Individual Other: _____
Insurance company: _____
Date coverage began: _____ Date coverage ended: _____
- D. Does any person applying for coverage currently have dental insurance coverage? Yes No
if yes, applicant/family member name(s): _____ Group Individual Other: _____
Insurance company: _____
Date coverage began: _____ Date coverage ended: _____
- E. Is any person applying for coverage eligible for Medicare or currently receiving Medicare benefits? Yes No

SIGNATURE

I attest by signing below that I have reviewed the information provided on this application and to the best of my knowledge and belief, it is true and accurate with no omissions or misstatements. DEDUCTION AUTHORIZATION : If applicable, I authorize my employer to deduct from my wages the required subscription charges/premiums. NON -PARTICIPATING PROVIDER: I understand that I am responsible for a greater portion of my medical costs when I use a non-participating provider. HIV TESTING PROHIBITED: California law prohibits an HIV test from being required or used by health insurance companies as a condition of obtaining health insurance. EFFECTIVE DATE: The effective date of coverage is subject to Anthem Blue Cross approval and VSP approval for Vision Plan Only.

REQUIREMENT FOR BINDING ARBITRATION

IF YOU ARE APPLYING FOR COVERAGE, PLEASE NOTE THAT ANTHEM BLUE CROSS AND ANTHEM BLUECROSS LIFE AND HEALTH INSURANCE COMPANY REQUIRE BINDING ARBITRATION TO SETTLE ALL DISPUTES INCLUDING BUT NOT LIMITED TO DISPUTES RELATING TO THE DELIVERY OF SERVICE UNDER THE PLAN/POLICY OR ANY OTHER ISSUES RELATED TO THE PLAN/POLICY AND CLAIMS OF MEDICAL MALPRACTICE, IF THE AMOUNT IN DISPUTE EXCEEDS THE JURISDICTIONAL LIMIT OF SMALL CLAIMS COURT AND THE DISPUTE CAN BE SUBMITTED TO BINDING ARBITRATION UNDER APPLICABLE FEDERAL AND STATE LAW, INCLUDING BUT NOT LIMITED TO, THE PATIENT PROTECTION AND AFFORDABLE CARE ACT. It is understood that any dispute including disputes relating to the delivery of services under the plan/policy or any other issues related to the plan/policy, including any dispute as to medical malpractice, that is as to whether any medical services rendered under this contract were unnecessary or unauthorized or were improperly, negligently or incompetently rendered, will be determined by submission to arbitration as permitted and as provided by federal and California law, including but not limited to, the Patient Protection and Affordable Care Act, and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings. Both parties to this contract, by entering into it, are giving up their constitutional right to have any such dispute decided in a court of law before a jury, and instead are accepting the use of arbitration. THIS MEANS THAT YOU AND ANTHEM BLUE CROSS AND/OR ANTHEM BLUE CROSS LIFE AND HEALTH INSURANCE COMPANY ARE WAIVING THE RIGHT TO A JURY TRIAL AND PARTICIPATION IN A CLASS ACTION FOR BOTH MEDICAL MALPRACTICE CLAIMS, AND ANY OTHER DISPUTES INCLUDING DISPUTES RELATING TO THE DELIVERY OF SERVICE UNDER THE PLAN/POLICY OR ANY OTHER ISSUES RELATED TO THE PLAN/POLICY.

I, the applicant, acknowledge that I have read and understood this application in its entirety and agree to the terms therein.

X

Employee Signature (required for ALL Enrollees)

Date