

WHAT	EMPLOYEE TIMELINE REQUIREMENTS	DOCUMENTATION REQUIRED	COMMENTS	GROUP TIMELINE REQUIREMENTS
Add New Employee	Enrollment/change form must be signed by employee within 31 days of the qualifying event and given to Employer OR Employee will have to wait until next open enrollment.	Enrollment/Change Form & Medical Assessment (<50 employees only) Back-up documentation for any family members being added may include: Birth Certificate, Marriage Certificate, Court Order, Certificate of Enrollment (students), Certificate of Creditable Coverage (if enrolling on a PPO).	If a newly eligible employee is added within your company's eligibility period (see Eligibility page of group application), we require only the completed Enrollment Form and Medical Assessment form, if applicable. The employee date is determined by following the guidelines indicated <i>on the</i> "Eligibility Provisions" page of the Group Application.	Hometown Health must receive Enrollment Change Form within 60 days of the qualifying event date OR employee will have to wait until the next Open Enrollment period.
Add Dependent: Birth/Adoption Marriage Loss of Insurance Court Order Student	Enrollment/change form must be signed by employee within 31 days of the qualifying event and given to Employer OR Employee will have to wait until next open enrollment, <i>to add a dependent.</i>	Enrollment/Change Form Medical Assessment (<50 employees only) Birth: Birth Certificate (not a confirmation of birth) and possibly marriage certificate linking the child to the subscriber Marriage: Marriage Certificate Loss of Insurance: Certificate of Creditable Coverage (please note Voluntary termination of COBRA does NOT qualify as loss of insurance. Court Order: Copy of Court order listing all dependents required to be covered by the order. If employee is ordered by the National Medical Support Notice, please send Part B as documentation. Student: if child is of student age 19-25 (age range may vary with your employer) requires either Notarized Certificate of Student Status or Certificate of Enrollment verifying student is full time at an accredited college.	If, after the initial enrollment, the member has a change in status, i.e. marries, birth of child, dependent's loss of coverage under another plan, etc., the member may add these dependents to the plan by submitting an Enrollment/Change form and Medical Assessment form, if applicable, with back-up documentation within 31 days of the qualifying event. Failure to do so in the 31 day period may result in member having to wait until the next Open Enrollment period. Effective date is based on the Eligibility Provision of the Employer Group	Hometown Health must receive Enrollment Change Form within 60 days of the qualifying event date OR employee will have to wait until the next Open Enrollment period.
Employee Termination/Dependent Termination	Dependent Termination: Employee must sign the change form deleting the dependent and must be received by Hometown Health within 60 days of the qualifying event.	Enrollment/Change Form, or letter from group, <i>or</i> email from group contact, <i>note on billing.</i>	When an employee terminates, we require either an Enrollment/Change form, notation on the premium billing, email from the group contact or a letter on the Employer's Letterhead. Please provide the Employee's name, SSN and date of termination. All terminations require the employers signature. Note: Termination of dependents requires an Enrollment/Change form signed and dated by the employee and employer.	Hometown Health must receive Enrollment Change Form within 60 days of the termination date OR Employer Group will be limited to a maximum of 60 day retro termination.
Change in Group Eligibility Requirements		Letter from Employer group on the Company's letterhead	If the company wishes to change any of the eligibility provisions, i.e. newly eligible, rehire policy, part-time to full-time, termination etc..., we require the change in writing on Company letterhead. The change should be forwarded to the groups Marketing Account Manager. Please note these changes can only be made at the Groups renewal.	

Please refer to your Evidence of Coverage for additional information regarding Qualifying Events

Any questions, please call your Enrollment Representative, Marketing Representative or Customer Service at (775) 982-3232 or (800) 336-0123