



2021 Enrollment Request Form

1. Plan information

Plan Sponsor

Alexandria City Public Schools

Group Number

12225

GPS Employer ID

16498

GPS Branch Number

001

Effective Date Requested: **MM – DD – YYYY**

(i.e., your proposed effective date, or on what day your coverage should begin)

Plan Sponsor use ONLY: Please date stamp this document to indicate when you received the completed and signed form.

To enroll in the UnitedHealthcare® Group Medicare Advantage (PPO) plan, please provide the following:

2. Information about you. (Please type or print in black or blue ink.)

<input type="checkbox"/> Mr.	Last Name	First Name	Middle Initial
<input type="checkbox"/> Mrs.			
<input type="checkbox"/> Ms.			

Birth Date **MM – DD – YYYY**

Sex: Male Female

Daytime Phone Number

() –

Mobile Phone Number

() –

Permanent Residence Street Address (**P.O. Box is not allowed**)

City

State

ZIP Code

County

Mailing Address (**Only if it's different from above. You can give a P.O. Box**)

City

State

ZIP Code

Email Address

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What's Next

Last Name	First Name	Medicare Number
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Emergency Contact _____

Contact Phone Number () -	Contact Relationship to You
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3. Information about your Medicare

Please take out your red, white and blue Medicare card to complete this section.

- Fill out this information as it appears on your Medicare card.

Name (as it appears on your Medicare card): _____

-OR-

- Attach a copy of your Medicare card or your letter from Social Security or the Railroad Retirement Board.

Medicare Number: _____

Sex: Male Female

Is Entitled to _____ Effective Date

Hospital (Part A) **MM - DD - YYYY**

Medical (Part B) **MM - DD - YYYY**

You must have Medicare Part A and Part B to join a Medicare Advantage plan.

4. A few questions to help us manage your plan

Would you prefer plan information in another language or an accessible format? Yes No

If “yes”, please select from the following:

Spanish Other _____

If you don't see the language or format you want, please call us toll-free at **1-877-714-0178**, (TTY **711**) during 8 a.m. - 8 p.m. local time, 7 days a week.

Do you or your spouse work? _____ Yes No

If “no”, what was your retirement date? **MM - DD - YYYY** _____

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Last Name	First Name	Medicare Number
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Are you a resident in a long-term care facility, such as a nursing home? Yes No
 If **“yes”**, please provide the following:

Name of Institution

Address of Institution

City	State	ZIP Code
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Phone Number of Institution () -	Date of Admission MM - DD - YYYY
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Your answer to the following questions will not keep you from being enrolled in this plan:

Some individuals may have other drug coverage, including other private insurance, TRICARE, Federal employee health benefits coverage, VA benefits or State Pharmaceutical Assistance Programs.

Will you have other **prescription drug coverage** in addition to our plan? Yes No

If **“yes”**, please provide the following:

Name of Other Coverage

Member Number for Coverage	Group Number for Coverage
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Do you have any **health insurance** other than Medicare, such as private insurance, Worker’s Compensation, VA benefits or other employer coverage? Yes No

If **“yes”**, please provide the following:

Name of the Health Insurance

Member Number for Coverage	Group Number for Coverage
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Please give us the name of your primary care provider (PCP), clinic or health center.

Contracting Medical Group/Primary Care Provider (PCP) Name	Phone number () -
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Contracting Medical Group/PCP Number

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(Please enter the number exactly as it appears on the website or in the Provider Directory. It will be 10 to 12 digits. Don’t include dashes.)

Are you now seeing or have you recently seen this doctor? Yes No

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Last Name	First Name	Medicare Number
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5. ATTENTION – please sign and date

I understand that my signature on this Enrollment Request Form means that I have read and understood the contents of this Enrollment Request Form, including the Statements of Understanding, and that the information provided by me is accurate and complete. I understand that if I intentionally provide false information on this form, I will be disenrolled from the plan.

This Enrollment Request Form must be signed, dated and received prior to your desired effective date. Upon receipt, the plan will process the form according to Medicare guidelines.

Signature of applicant/member/authorized representative	Today's Date
_____	MM - DD - YYYY

6. Authorized representative information

If I sign as an authorized representative, it means I have the legal right under state law to sign. I can show written proof (Power of attorney, guardianship, etc.) of this right if Medicare asks for it. I understand that I will need to submit written proof of this right, to the plan, if I wish to take action on behalf of the member beyond this application. After this application has been approved and you have received your UnitedHealthcare member ID card, please call Customer Service at the number on the back of your UnitedHealthcare member ID card to update your authorization information on file.

Signature	Today's Date
_____	MM - DD - YYYY

7. If someone assisted you in completing this form, please have that person complete the information below

Signature (of individual who assisted in completing this form)	Today's Date
_____	MM - DD - YYYY

<input type="checkbox"/> Plan Representative, check here if you signed above and assisted in completing this form.	Relationship to Applicant
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Sales Representative/Broker, please provide your signature and complete the information below:

Licensed Sales Representative/Broker Signature	Today's Date
_____	MM - DD - YYYY

Licensed Sales Representative/Broker Name (Please Print)

Agent/Broker Number	Referring Broker Number
_____	_____

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What's Next

Outpatient Prescription Drug Plan Enrollment Form

(Please Print)

Underwritten by
UnitedHealthcare Insurance Company

Required Information

Employer/Former Employer Name: Alexandria City Public Schools	
Employer ID #: 12225	Employer Subsidy Group #: 16498
Employer Billing #: 001	

Please complete the entire form. Incomplete information can delay the enrollment process. (Please Print – If you need more room for your answers to any questions, please use a separate sheet of paper.)

Date of Retiree's Retirement MM - DD - YYYY	Source of Enrollment <input type="checkbox"/> Open Enrollment <input type="checkbox"/> Newly Eligible <input type="checkbox"/> Special Enrollment
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1. Personal Information

Applicant Last Name	Applicant First Name	MI	Suffix
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Date of Birth MM - DD - YYYY	Marital Status of Applicant: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow	<input type="checkbox"/> Male <input type="checkbox"/> Female
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Name of Retiree	Relation to Retiree: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child
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Medicare #	Part A Effective Date MM - DD - YYYY	Part B Effective Date MM - DD - YYYY	Part D Effective Date MM - DD - YYYY
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Permanent Residence Street Address (P.O. Box is not allowed)

City	State	Zip
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E-mail Address

Home Telephone # ()	Alternate Telephone # ()
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In the future, would you be willing to receive materials through electronic means? Yes No

If you are currently a resident of an institution (e.g., skilled nursing facility, rehabilitation hospital, etc.), please provide the requested information on the next three lines. Providing this information will not affect your eligibility to enroll.

Institution Name	Date of Admission MM - DD - YYYY	Telephone # ()
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Address

City	State	Zip
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Doctor's Name	Doctor's Telephone # ()
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What's Next

Applicant Last Name

Applicant First Name

MI

Medicare #

2. Benefit Coordination / Other Insurance Carrier Information

1. Do you have other health insurance? Yes No If Yes, complete Section 1a. – 1e. below.

2. Are you permanently disabled? Yes No If Yes, complete the following:

2a. Date disability began: **MM - DD - YYYY**

3. Do you have a disability affecting your ability to communicate or read? Yes No

If you have special needs, this document may be available in other formats or languages upon request. Please contact us at **1-877-714-0178**, TTY users should call **711**. Our office hours are 8 a.m. - 8 p.m. local time, 7 days a week.

Do you work or plan to work? Yes No

1a. Name	1b. Insurance Company Name	1c. Policy #	1d. Effective Date	1e. Other Employer Name and Address
			MM - DD - YYYY	
			MM - DD - YYYY	

FOR OFFICE USE ONLY

Retiree

Yes No

Group # _____

Plan Code _____

Spouse or child

Yes No

Verification _____

Date ____ - ____ - ____

Initial _____

FOR EMPLOYER USE ONLY

Enrollee is eligible for retiree coverage

Effective Date

____ - ____ - ____

Initial _____

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What's Next

Applicant Last Name

Applicant First Name

MI

Medicare #

3. Terms and Conditions

I am requesting enrollment under the UnitedHealthcare Insurance Company (“UnitedHealthcare”) Group Retiree Policy. By signing this Enrollment Form, I agree to and understand the following:

1. All coverage is subject to the terms and conditions of the UnitedHealthcare Group Policy.
2. UnitedHealthcare or its designee shall have access and use of my medical records for purposes of utilization review surveys, processing of claims, financial audit or other purposes reasonably related to the performance of this Enrollment Form.
3. Any material omission or intentional misrepresentation in answering the questions on this Enrollment Form may result in the denial of benefits and the termination of my coverage.
4. Coverage shall not begin until acceptance of this Enrollment Form by UnitedHealthcare. Acceptance will not occur until after UnitedHealthcare validates Medicare coverage and eligibility for coverage under the group retiree plan. Upon acceptance of this Enrollment Form, UnitedHealthcare shall be bound by the terms of my UnitedHealthcare Group Policy and the Amendments thereto (if applicable).
5. My current prescription drug coverage under Part D is provided by a UnitedHealthcare plan. I understand that if my coverage under the Part D plan ends, this coverage will also end.
6. All statements and descriptions in this enrollment form are deemed to be representations and not warranties.

I certify that I have read the Terms and Conditions printed on this Enrollment Form and that I accept them and will abide by them. I further certify that the information provided in the Enrollment Form is true and complete to the best of my knowledge and belief.

Print Name of Applicant:

Signature of Applicant or Authorized Representative:

Today’s Date:

MM - DD - YYYY



Authorized Representative Information

If you are the authorized representative (Responsible Party, Power of Attorney, Family Member, etc.), you must sign above and provide the following information:

Name _____ Date _____

Address _____ City _____ State _____ Zip code _____

Relationship to Enrollee _____

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