

BROKER BRIEFINGS

NEWS

flash

5/3/2007

Uniform Employee Application

Change in Completion Instructions

Beginning January 1, 2007 the State of Colorado requires carriers to use the Uniform Employee Application for all small group business (1-50 employees).

As we work day-to-day with the new Uniform Application, trends are appearing in areas where important enrollment/waiver information is being omitted. We believe this is a result of the application completion instructions established by RMHP.

In an effort to ensure that all applications are submitted with the necessary enrollment information, RMHP has modified our cover page to the Uniform Application. The revised language is attached here for your reference.

RMHP will require that all new employees complete the entire Uniform Application, regardless of whether the group is new or existing. The Medical Information section on pages 4 and 5 needs to be completed for employees of existing employer groups because certain questions within that section are used to determine coordination of benefits and the pre-existing condition limitation period. These pages can be sent to RMHP in a separate envelope to protect the employee's private health information.

Employees who reside outside the service area may write "PHCS" in the box labeled "Medical Plan" to enroll in Good Health National Access as described in the last section of the Uniform Employee Application cover page.

Thank you for your assistance to ensure employees are completing all pages and questions on the Uniform Application and signing pages 2 and/or 6 as applicable. RMHP strives to process enrollment information as quickly as possible. We will continue to monitor the enrollment process to see if this change was helpful.

Uniform Employee Application

Thank you for choosing Rocky Mountain Health Plans for your health care coverage! Here are some tips for completing the application.

- If you are applying for health care coverage with Rocky Mountain Health Plans, please complete the entire application.
- If you are not enrolling one or more of your eligible family members, complete the waiver on page 2 and sign it.
- Remember to sign and date pages 6 and 8.

Employee who does not want coverage with Rocky Mountain Health Plans

- If you are waiving coverage for yourself, please write “Waiving Coverage” at the top of page 1.
- Complete the following on page 1:
 - Employee Name
 - Employer Name
 - Social Security #
 - What is your job title at your current employer?
 - What was your first day of employment?
 - How many hours, on average, do you work each week?
- Complete the Employee/Dependent Waiver of Coverage on page 2 and remember to sign and date page 2.

Employees who reside outside of Colorado or have dependents living outside of Colorado

- If you are enrolling on an HMO plan and you or your dependent(s) reside outside of Colorado, please write “PHCS” in the box labeled “Medical Plan” on page 1 or 2 for each family member who resides outside Colorado.
- If you are enrolling on a PPO plan and you reside outside of Colorado, please write “PHCS” in the box labeled “Medical Plan” on page 1.

As always, if you have any questions or comments or need assistance, please call your Rocky Mountain Health Plans Account Executive.

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