

## SOLO Health Plan Application Checklist

Unanswered questions or incomplete/omitted information will result in the return or delay of your application. Please make sure the following are complete **BEFORE** you mail your application.

- Detach the tan colored application from the booklet for submission.
- Complete all sections of the application, including details and explanations if asked for.
- Include copies of required medical records (if age 50 or older and for any child between two and six months of age). See the next page for details of required medical records.
- Child-only applicants are listed as the subscriber. Complete a separate application for each child who is applying.
- Attach and write the applicant's name on additional pages if applicable.
- If you or any family member applying for coverage was previously covered by health insurance, include a copy of the Certificate of Coverage from the insurance company. See page 2 for details.
- If paying by automatic bank draft each month, attach a voided check. Write VOID on the signature line of the blank check.
- Sign in each applicable place, by the **X** on pages 6, 7, 8, and 9.

**Note:** If your application is approved, your coverage will automatically begin on the first of the month following the date of approval unless an alternate date is requested and approved. Your first premium will be due and collected on the 4th day of the month in which your coverage begins.

If you want to withdraw your application for any reason, please contact the SOLO Sales Team immediately at 800-453-2981, option 4, or email to [SOLO\\_Sales\\_Team@rmhp.org](mailto:SOLO_Sales_Team@rmhp.org).

## Rocky Mountain Health Plans (RMHP) Medical Record Requirements

PLEASE NOTE: In order to complete your RMHP application, the following must be submitted within 30 days. If you have not had these required physical exams, please schedule an appointment with your doctor to do so. Your application cannot be processed without these required medical records.

### ADULTS

To enroll in an RMHP health plan, adults 50 years of age or older must have medical records from:

- History and physical within the last 12 months
- Pap test (unless documented hysterectomy) and mammogram within the last 12 months
- PSA within the last 12 months
- Lipid panel within the last 12 months
- Fasting blood glucose test results within the last 12 months
- Liver function tests, within the last 12 months, if on statins
- Results from any other tests recommended during your physical exam

### CHILDREN

To enroll in an RMHP health plan, children 2 months of age and under 6 months of age must have medical records from:

- 2-month and/or 4-month Well Child check to include immunizations (babies less than 2 months of age are deferred until 2-month Well Child check)
- If the mother is applying within 2 months of a child's birth, please provide the record from the 6-week post-partum check-up.

*Rocky Mountain Health Plans considers children for enrollment any time after their 2-month Well Child check.*

**Please have your doctor submit this information to us within 30 days of your enrollment application date.**

Information should be mailed, faxed or emailed to:

Rocky Mountain Health Plans

Attention: SOLO Sales

2775 Crossroads Boulevard, PO Box 10600, Grand Junction, CO 81502

Fax: 970-244-7992

Email: SOLO\_Sales\_Team@rmhp.org

If you have any questions about these enrollment requirements, please call the RMHP SOLO Sales Department at 800-453-2981, option 4, or 970-244-7800, option 4.

**RMHP reserves the right to request additional information, as needed, by our medical underwriters.**