

Enrollment form

Please print or type in black ink only. See instructions on page 3 before completing this form. Make a copy for your records.

To be completed by EMPLOYER

New group account Existing group account

Company name* _____ Group number _____ /_____/_____
 Date coverage to be effective* _____

Enrollment unit _____ Plan selection _____ Employee classification (if applicable) _____

Employee name _____ Date of hire _____ /_____/_____

Enrollment reason* (Please check one.)

New group account New hire Open enrollment Part time to full time _____/_____/_____

Loss of coverage _____/_____/_____ Other _____ Event date _____/_____/_____

To be completed by EMPLOYEE

A Are you now or have you ever been a member of, or received care from, Kaiser Permanente in California? Yes No

If so, under what medical record number (if known)? _____ Former/Maiden name? _____

Name (Last, First, MI)* _____ Social Security number* _____ Preferred spoken or written language (optional) _____

Home address* _____ Apt no. _____ City _____ State _____ ZIP _____

_____/_____/_____ Gender* M F Home phone* _____ Work phone _____

B Family information

<input type="checkbox"/> Spouse <input type="checkbox"/> Domestic partner	Date of birth* _____	Gender* <input type="checkbox"/> M <input type="checkbox"/> F	Social Security no.* _____
Name (Last, First, MI) _____			Medical record no. (if known) _____
<input type="checkbox"/> Child <input type="checkbox"/> Student	Date of birth* _____	Gender* <input type="checkbox"/> M <input type="checkbox"/> F	Social Security no.* _____
Name (Last, First, MI) _____			Medical record no. (if known) _____
<input type="checkbox"/> Child <input type="checkbox"/> Student	Date of birth* _____	Gender* <input type="checkbox"/> M <input type="checkbox"/> F	Social Security no.* _____
Name (Last, First, MI) _____			Medical record no. (if known) _____
<input type="checkbox"/> Child <input type="checkbox"/> Student	Date of birth* _____	Gender* <input type="checkbox"/> M <input type="checkbox"/> F	Social Security no.* _____
Name (Last, First, MI) _____			Medical record no. (if known) _____

Will you be adding additional dependents? Yes No Add any additional dependents on the next page.

C Kaiser Foundation Health Plan, Inc., and Kaiser Permanente Insurance Company Arbitration Agreement:

I understand that (except for Small Claims Court cases, claims subject to a Medicare appeals procedure, and, if I am enrolled in a group that is subject to ERISA, certain benefit-related disputes) any dispute between myself, my heirs, relatives, or other associated parties on the one hand and Kaiser Foundation Health Plan, Inc. (KFHP), Kaiser Permanente Insurance Company (KPIC), any contracted health care providers, administrators, or other associated parties on the other hand, for alleged violation of any duty arising out of or related to membership in KFHP or coverage by KPIC, including any claim for medical or hospital malpractice (a claim that medical services were unnecessary or unauthorized or were improperly, negligently, or incompetently rendered), for premises liability, or relating to the coverage for, or delivery of, services or items, irrespective of legal theory, must be decided by binding arbitration under California law and not by lawsuit or resort to court process, except as applicable law provides for judicial review of arbitration proceedings. I agree to give up our right to a jury trial and accept the use of binding arbitration. I understand that the full arbitration provision is contained in the *Evidence of Coverage* and in the *Certificate of Insurance*.

X

Employee/Applicant signature* (Use black ink only.) _____

Date* _____

(continues)

Enrollment form (continued)

If additional room for dependents is not needed, there is no need to complete or fax this page.

Employee name _____	Company name* _____	Date coverage to be effective* _____/_____/_____
Group number _____	Plan selection _____	

D Family information (additional dependents)

<input type="checkbox"/> Child <input type="checkbox"/> Student	Date of birth* _____	Gender* <input type="checkbox"/> M <input type="checkbox"/> F	Social Security no.* _____
Name (Last, First, MI) _____			Medical record no. (if known) _____
<input type="checkbox"/> Child <input type="checkbox"/> Student	Date of birth* _____	Gender* <input type="checkbox"/> M <input type="checkbox"/> F	Social Security no.* _____
Name (Last, First, MI) _____			Medical record no. (if known) _____
<input type="checkbox"/> Child <input type="checkbox"/> Student	Date of birth* _____	Gender* <input type="checkbox"/> M <input type="checkbox"/> F	Social Security no.* _____
Name (Last, First, MI) _____			Medical record no. (if known) _____
<input type="checkbox"/> Child <input type="checkbox"/> Student	Date of birth* _____	Gender* <input type="checkbox"/> M <input type="checkbox"/> F	Social Security no.* _____
Name (Last, First, MI) _____			Medical record no. (if known) _____

Enrollment form

General instructions

1. Please print legibly in black ink.
2. To be enrolled, you must live or work within one of the ZIP codes listed in your enrollment book (does not apply to enrollment in PPO plans).
3. The employer must complete the first section, labeled "To be completed by EMPLOYER."
4. The employer is responsible for confirming all information prior to submitting, especially effective dates as these affect your premiums.
5. The employee/subscriber must complete sections A through D.
6. Be sure to sign and date the bottom of the form.
7. Once the form is complete (including employer section), make a copy for your records to use with the *Temporary Membership ID Form* after the effective date.
8. All effective dates and child or student status will be made in accordance with the contractual agreement between the purchaser (your employer) and Kaiser Permanente.

Instructions for completing employer sections and sections A through D

Employer sections: The employer must complete all fields to ensure we have correct account and enrollment reason information. The employer is responsible for confirming all information submitted by the subscriber, especially effective dates, as they affect premiums. The plan selection information requested is only needed if your group currently offers more than one Kaiser Permanente plan.

Section A: The subscriber must complete this section.

Section B: The subscriber must complete all fields for any dependents being enrolled. We will verify the eligibility of these dependents during the enrollment process. Be sure to include any former last names for both spouses and dependents. Also indicate the appropriate role. The student role should only be marked if the dependent qualifies as an overage dependent attending school. Please contact your employer regarding the employer's rules for overage dependent students. A completed *Student Certification Form* may be required.

Section C: The subscriber must read this section, and sign and date at the bottom.

Section D: The subscriber must complete this section only if needed to list additional dependents.