APPLICATION PROCESS AND ENROLLMENT FORMS

Application Process

The SummaCare Enrollment Application is a new member's point of entry into the Plan. The designated employer representative should assist the new member in completing this application to ensure that the necessary data has been entered correctly.

A sample Enrollment Application is included on the next page. It is imperative that all information regarding the employee and each eligible dependent be completed. **Applications cannot be processed without the hire date, effective date and group number followed by division designation, if applicable. Also required is the applicant's marital status, type of coverage selected, signature and the birth date and social security number for all persons to be covered.** Also, it is important that we know of any additional coverage that a member may have in order to help coordinate benefits. (See sample Enrollment Application.)

If an employee is waiving coverage, the employee must fill out a Waiver of Coverage Form and return it to SummaCare. (See sample Waiver of Coverage Form.)

If your group has life insurance, the employee must fill out a Beneficiary Form and return it with the completed Enrollment Application or Waiver of Coverage Form.

Once the Enrollment Application has been received and eligibility verified, a Member Handbook will be sent to the employee's home. This handbook includes the PPO Certificate of Insurance and other materials to assist the employee/member in understanding their SummaCare plan as well as to educate them on the services available through their new health plan. Member identification cards are sent separately to the employee's home.

IMPORTANT: Please make sure that all spaces are completed on the Enrollment Application. Incomplete Enrollment Applications will delay processing and could delay coverage.