

INSTRUCTIONS: EMPLOYEE ENROLLMENT CHANGE/DELETION FORM

This form is to be used to notify Horizon Healthcare of New York of the following types of changes to a group policy at the employee level. It should be completed when **ADDING** either a new employee, rehire, or reinstatement; when **CHANGING** an employee's contract type, i.e., from single to family; when **DELETING** an employee from the group; to change to **COBRA** or the Working Aged Provision (**TEFRA, DEFRA**) status of an employee or dependent; or when **MOVING AN EMPLOYEE FROM ONE HEALTH INSURANCE PRODUCT TO ANOTHER**.

ADDING an employee

Complete fields 1, 2, 3, 4, 5 (identify reason for transaction: new hire, rehire, reinstatement), 7, 8, 9 (select appropriate contract code listed below), 11, and 13. **Attach a completed and signed employee application form.**

CHANGING an employee's contract type

Complete fields 1, 2, 3, 4, 5 (identify reason for transaction: marriage, newborn, divorce, overage dependent), 8, 9, (select appropriate contract code listed below), 11, 12, and/or 13. **Attach a completed and signed employee application form.**

DELETING an employee from a group

Complete fields 1, 2, 3, 4, 5 (note appropriate numeric code 388 general, code 387 death), 6, 11, 12, and/or 13.

COBRA/Working Aged Provision (TEFRA, DEFRA)/employee/spouse/dependent status change

Complete fields 1, 2, 3, 4, 5 (identify transaction: COBRA, TEFRA, DEFRA), 8, 9, 11, 12, and/or 13. **Attach completed and signed employee application when appropriate.**

MOVING an employee(s) from one health insurance product to another

Complete fields 1, 2, 3, 4, 5 (indicate Product Move), 8, 9, and 10 (use the product codes listed below to indicate current product and new product). An employee application must be completed whenever the new product is Horizon POS, Horizon HMO.

Transactions (field 5)

Addition: new hire, rehire, reinstatement

Contract Type Change: marriage, newborn, divorce, overage dependent

Deletion: use code 388 for general, code 387 for death

COBRA

TEFRA

DEFRA

Contract Codes (field 9)

1 Single
2 Husband/Wife
3 Family
6 Parent/Child(ren)

Product Codes (field 10)

EPO Horizon EPO
PPO Horizon PPO
HMO Horizon HMO
HNY Healthy NY
RX Prescription
D Dental

Group Administrator's Signature authorizes the Broker of Record to electronically transmit the information on this form to Horizon Healthcare of New York.