Send completed forms to:
PHP Insurance Company
PO Box 853936,
Richardson, TX, 75085-3936
Or Fax to: (517) 364-8416
ATTN: Enrollment Department

Enrollment Form

PHP Insurance Company

PLEASE PRINT LEGIBLY

Application for: ☒ Medical ☐ Delta Dental

Waiver of Coverage: I decline coverage for:
☐ Employee & all dependents ☐ Spouse only ☐ Dependents only
Reason: ☐ Covered under another health plan ☐ Other (specify): _____

A. Employee & Family Information

Employee's Last Name	First Name	Middle Initial	Social Security Number

Street Address / PO Box / Apt. No.	City	State	Zip

Home Phone ( )	Work Phone ( )	Email @	Language preference

Date of Birth	Gender	Ethnicity	Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated

Independent Contractor? ☐ Yes ☐ No	Primary Care Physician Last Name/First Initial / City/Phone	Current Patient? Y / N

Please list family members to be covered under this policy. Please attach additional form if needed. Write name as it should appear on ID Card.

	First Name	M.I.	Last Name	Social Security Number	Relationship	Gender	Date of Birth	Primary Care Physician First & Last Name	Current Patient?
1									Y / N
2									Y / N
3									Y / N
4									Y / N
5									Y / N

B. Coordination of Benefits – (Failure to complete this section may result in delays in enrollment or claim payments)

On the day your coverage begins, will any family members above be covered by other medical, dental or Medicare insurance?
☒ No ☐ Yes **If yes, please complete this section and attach a copy of the card.** Please use extra paper if more than one additional policy will be in force.

Coverage type (please attach copy of other medical insurance card): ☐ Medical Insurance ☐ Medicare ☐ Dental Insurance	Name of Policy Holder	Policy Holder Date of Birth

Insurance Company Name & Phone Number	Policy Number	Policy Holder's Employer

Medicare Policy Number	Medicare Part A Effective Date	Medicare Part B Effective Date	Medicare Part D Effective Date	Medicare Part C Effective Date

Reason for Medicare: ☐ End Stage Renal Disease ☐ Disability ☐ Over age 65 ☐ Over age 65 and working	Please list everyone covered by other insurance:	Coverage Dates:

C. Employee Signature – this form must be signed by the employee even if waiving coverage.

ACCURACY OF INFORMATION: On behalf of myself and anyone enrolled on or added to this application ("Us"), I understand and agree that any omissions or incorrect statements knowingly made by Us on this application may invalidate my and/or my dependents' coverage. **NOTICE OF ENROLLMENT RIGHTS**: I understand that if I decline enrollment for myself or my dependents (including my spouse) because of other health coverage, I may be able to enroll myself and my dependents in this policy if I or my dependents lose eligibility for that other coverage (or if the employer stops contributing towards my or my dependents' other coverage). However, I must request enrollment within 30 days after my or my dependents' other coverage ends (or after the employer stops contributing toward the other coverage). In addition, I understand that if I have a new dependent as a result of marriage, birth, adoption or placement for adoption, I may be able to enroll myself and my dependents. However, I must request enrollment within 30 days after the marriage, birth, adoption or placement for adoption. To request special enrollment or obtain more information, I can contact PHP Customer Service at (517) 364-8500.

Employee Signature _____ Date Signed _____

D. For Employer Use only – must be completed in order to process

Group Name: Mandatory Poster	Group Number: L0001596	Sub Group Number 1000	Class Number	Effective Date: 10-1-17

Qualifying event date 10-1-17	Qualifying event reason: ☒ New Hire ☐ Return ☐ Open Enrollment ☐ Status Change ☐ Other (Specify)	☒ Full Time ☐ Part Time	☐ Union ☒ Non Union	☐ Salaried ☐ Hourly

Employer Representative Printed Name: Michael Bishop Phone Number: _____

Employer Representative Signature **(required)**: _____ Date Signed: _____

For questions regarding this form, please e-mail – php.enrollment@phpmm.org or call the PHP Enrollment Department at (517) 364-8320