EPISCOPAL CHURCH MEDICAL TRUST
19 East 34th Street
New York, NY 10016
Client Engagement: (800) 480-9967
Fax: (877) 432-9274
www.cpg.org

# Employee Group Medical and Dental Enrollment Form

## 1 Information About the Employee

☐ New Employee

☐ Other _____

Date Hired _____ Mo/Day/Yr

Coverage Effective _____ Mo/Day/Yr

Birth Date _____ Mo/Day/Yr

Soc. Sec. No. _____

_____
Title First Name M.I. Last Name

**Residence**

_____
Street

_____
City State Zip

_____
Home Phone Email

**Mailing Address (if different)**

_____
Street

_____
City State Zip

☐ Male ☐ Married ☐ Clergy
☐ Female ☐ Single ☐ Lay

## 2 Billing Information for Medical and Dental Plans

_____
Name of Organization

_____
Phone Email List Bill ID

_____
Street

_____
City State Zip

**Billing Instructions:**

Send bill to the attention of _____

## 3 Active Medical Coverage

_____
Name of Plan Carrier Plan Name (EPO 80, POS II, etc)

☐ Medical coverage declined

**Tier:**

☐ Single
☐ Employee + 1 (spouse)
☐ Employee + child
☐ Family

## 4 Active Dental Coverage

_____
Name of Dental Plan

☐ Dental coverage declined

**Tier:**

☐ Single
☐ Employee + 1 (spouse)
☐ Employee + child
☐ Family

## ❺ Information About Your Dependents

| Coverage | Full Name | Relationship | Soc. Sec. No. | Birth Date (M/D/Y) | Gender |
|---|---|---|---|---|---|
| ☐ Medical ☐ Dental | | | | | ☐ Male ☐ Female |
| ☐ Medical ☐ Dental | | | | | ☐ Male ☐ Female |
| ☐ Medical ☐ Dental | | | | | ☐ Male ☐ Female |

## ❻ Signatures – Employee, Employer, and Sponsoring Diocese or Organization

The employee, employer, and an officer of the sponsoring diocese or organization must sign this form. By signing, the Employer certifies the employee is eligible for all coverages applied for, and, to the best of the employer's knowledge, all information provided is correct.

Employee's Signature* Date

Employer's Signature Date

Name of Sponsoring Diocese or Organization

Officer's Signature Date

Street City State Zip Phone Email

*Include Power of Attorney documentation if applicable.

## ❼ Enrollment Guidelines

- For Group Medical Benefits, if the Health Insurance Portability and Accountability Act of 1996 (HIPAA) applies, you must include evidence of your prior health coverage with this form.
- New employees must enroll and sign this form within 30 days of hire or eligibility date for Group Medical/Dental insurance.