



# Aetna Vision<sup>SM</sup> Preferred Enrollment/Change Request Aetna Life Insurance Company

Aetna Life Insurance Company  
151 Farmington Avenue  
Hartford, CT 06156

\*The parties of a Civil Union, in line with New Hampshire law, shall be entitled to all of the rights, and subject to all of the obligations and responsibilities as those parties that are joined together in legal marriage. Whenever the term "spouse" is used in this Plan, it shall be read to include a Civil Union Partner.

**Instructions:** Refer to the instructions on the back before completing this form. You must complete this application in full or it will be returned to you resulting in a delay in processing. You are solely responsible for its accuracy and completeness.

<b>Employer Group Information (To Be Completed by Employer)</b>	<b>Control</b>	<b>Suffix</b>	<b>Account</b>	<b>Plan Number</b>
<b>Employer Name – Full Name of Business or Organization</b>				
<b>Employer Address (Street, City, State, ZIP Code) – Primary Location of Business or Organization</b>				

**A. Type of Activity – Employee Completes Sections A – E. Please Print Clearly.**

<b>Enrollment – Check one.</b> <input type="checkbox"/> New Enrollee/Subscriber <b>Effective Date:</b> ____/____/____ <b>Date of Hire:</b> ____/____/____ <input type="checkbox"/> Rehire/Reinstatement <b>Date of Rehire/Reinstatement</b> ____/____/____	<b>Change – Check all that apply.</b> <input type="checkbox"/> Add Spouse <input type="checkbox"/> Add Dependent Child <input type="checkbox"/> Name Change <input type="checkbox"/> Other _____ <input type="checkbox"/> Control/Suffix/Acct/Plan: _____ <b>Date of Event:</b> ____/____/____ <b>Reason:</b> _____	<b>Remove or Terminate – Check all that apply.</b> <input type="checkbox"/> Remove Spouse <input type="checkbox"/> Remove Dependent Child <input type="checkbox"/> Employee Withdrawal/Termination <input type="checkbox"/> Cancel Coverage <b>Effective Date:</b> ____/____/____ <b>Reason:</b> _____	<b>Continuation of Coverage, i.e., COBRA, State</b> <i>Not all options are available. Contact Employer for available options.</i> <b>Coverage for:</b> <input type="checkbox"/> Employee <input type="checkbox"/> Dependents <b>Length of Continuation (months):</b> <input type="checkbox"/> 18 <input type="checkbox"/> 36 <input type="checkbox"/> Other ____ <input type="checkbox"/> 29 – Attach disability determination from the Social Security Administration <b>Date of Loss of Coverage:</b> ____/____/____ <b>Date of Qualifying Event:</b> ____/____/____ <b>Continuation of Coverage Expiration Date:</b> ____/____/____
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**B. Employee Information**

<b>Social Security Number</b>	Last Name, First Name, M.I.	Home Telephone	Work Telephone
Employee Status <input type="checkbox"/> Active <input type="checkbox"/> Retired	Home Address	Apt. No.	City, State ZIP Code
<b>Subscriber Primary Language (other than English)</b> <b>Primer idioma del suscriptor (que no sea el Ingles)</b> What is your primary Language? ¿Cuál es su primer idioma?		<b>Subscriber Disability</b> Do you have a disability which affects your ability to communicate or read? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please indicate the nature of your disability.	

**C. Product Information**

Aetna Vision<sup>SM</sup> Preferred  
 Aetna Vision<sup>SM</sup> Preferred may not be available in all states.

**D. Individuals Covered - List individuals for whom you are enrolling or adding/changing/removing coverage.**

Check this box if you are refusing coverage for your dependents. **\*\* Provide details for "Yes\*\*" responses below.**

<b>(A)dd (C)hange (R)emove</b>		1. <b>Employee Name - Last, First, M.I.</b>	Relationship Code <b>Self</b>	Sex (M/F)
<b>Birthdate (MM/DD/YYYY)</b> ____/____/____	<b>Social Security Number</b>	<b>Other Vision Coverage</b> <b>Yes**</b> <input type="checkbox"/>	<b>Currently Covered by Medicare</b> <b>Yes**</b> <input type="checkbox"/>	<b>Handicapped</b> <b>N/A</b>
				<b>Student</b> <b>N/A</b>
<b>(A)dd (C)hange (R)emove</b>		2. <b>Spouse* Name - Last, First, M.I. (Explain difference in last name in Special Remarks.)</b>	Relationship Code	Sex (M/F)
<b>Birthdate (MM/DD/YYYY)</b> ____/____/____	<b>Social Security Number (if dependent has no SSN, write "None")</b>	<b>Other Vision Coverage</b> <b>Yes**</b> <input type="checkbox"/>	<b>Currently Covered by Medicare</b> <b>Yes**</b> <input type="checkbox"/>	<b>Handicapped</b> <b>N/A</b>
				<b>Student</b> <b>N/A</b>

**Continued on Page 2**  
NH V2 R-POD B

**D. Individuals Covered – (continued) List individuals for whom you are enrolling or adding/changing/removing coverage.**

**\*\* Provide details for "Yes\*\*" responses below.** Attach sheet to list additional children.

(A)dd (C)hange (R)emove	3. <b>Child Name</b> - Last, First, M.I. (Explain difference in last name in Special Remarks.)			Relationship Code	Sex (M/F)
Birthdate (MM/DD/YYYY) / /	<b>Social Security Number</b> (if dependent has no SSN, write "None")	Other Vision Coverage <b>Yes**</b> <input type="checkbox"/>	Currently Covered by Medicare <b>Yes**</b> <input type="checkbox"/>	Handicapped <b>Yes</b> <input type="checkbox"/>	Student <b>Yes</b> <input type="checkbox"/>
(A)dd (C)hange (R)emove	4. <b>Child Name</b> - Last, First, M.I. (Explain difference in last name in Special Remarks.)			Relationship Code	Sex (M/F)
Birthdate (MM/DD/YYYY) / /	<b>Social Security Number</b> (if dependent has no SSN, write "None")	Other Vision Coverage <b>Yes**</b> <input type="checkbox"/>	Currently Covered by Medicare <b>Yes**</b> <input type="checkbox"/>	Handicapped <b>Yes</b> <input type="checkbox"/>	Student <b>Yes</b> <input type="checkbox"/>
(A)dd (C)hange (R)emove	5. <b>Child Name</b> - Last, First, M.I. (Explain difference in last name in Special Remarks.)			Relationship Code	Sex (M/F)
Birthdate (MM/DD/YYYY) / /	<b>Social Security Number</b> (if dependent has no SSN, write "None")	Other Vision Coverage <b>Yes**</b> <input type="checkbox"/>	Currently Covered by Medicare <b>Yes**</b> <input type="checkbox"/>	Handicapped <b>Yes</b> <input type="checkbox"/>	Student <b>Yes</b> <input type="checkbox"/>
(A)dd (C)hange (R)emove	6. <b>Child Name</b> - Last, First, M.I. (Explain difference in last name in Special Remarks.)			Relationship Code	Sex (M/F)
Birthdate (MM/DD/YYYY) / /	<b>Social Security Number</b> (if dependent has no SSN, write "None")	Other Vision Coverage <b>Yes**</b> <input type="checkbox"/>	Currently Covered by Medicare <b>Yes**</b> <input type="checkbox"/>	Handicapped <b>Yes</b> <input type="checkbox"/>	Student <b>Yes</b> <input type="checkbox"/>

1. If "Yes" to **Other Vision Coverage** and/or **Currently Covered by Medicare** above, provide effective dates, name & policy number of insurance carrier, vision plan or other source & your **Member Identification Number**.

2. Does any dependent listed above live at a different address than the employee?  Yes  No If "Yes," who & what address?

**Special Remarks:**

**E. Race/Ethnicity - Optional** (This information is designed for the purpose of data collection & will not be used for determining eligibility, rating or claim payment.)

<b>Employee</b> 1. <input type="checkbox"/> White – 01 <input type="checkbox"/> African American or Black – 02 <input type="checkbox"/> Hispanic or Latino – 03 <input type="checkbox"/> Asian – 04 <input type="checkbox"/> Other – 05 _____	<b>Child</b> 4. <input type="checkbox"/> White – 01 <input type="checkbox"/> African American or Black – 02 <input type="checkbox"/> Hispanic or Latino – 03 <input type="checkbox"/> Asian – 04 <input type="checkbox"/> Other – 05 _____
<b>Spouse*</b> 2. <input type="checkbox"/> White – 01 <input type="checkbox"/> African American or Black – 02 <input type="checkbox"/> Hispanic or Latino – 03 <input type="checkbox"/> Asian – 04 <input type="checkbox"/> Other – 05 _____	<b>Child</b> 5. <input type="checkbox"/> White – 01 <input type="checkbox"/> African American or Black – 02 <input type="checkbox"/> Hispanic or Latino – 03 <input type="checkbox"/> Asian – 04 <input type="checkbox"/> Other – 05 _____
<b>Child</b> 3. <input type="checkbox"/> White – 01 <input type="checkbox"/> African American or Black – 02 <input type="checkbox"/> Hispanic or Latino – 03 <input type="checkbox"/> Asian – 04 <input type="checkbox"/> Other – 05 _____	<b>Child</b> 6. <input type="checkbox"/> White – 01 <input type="checkbox"/> African American or Black – 02 <input type="checkbox"/> Hispanic or Latino – 03 <input type="checkbox"/> Asian – 04 <input type="checkbox"/> Other – 05 _____

## Conditions of Enrollment

### Applicant Acknowledgments and Agreements

On behalf of myself and the dependents listed on Pages 1 and 2, I agree to or with the following:

1. I acknowledge that by enrolling in an Aetna Vision<sup>SM</sup> Preferred plan, coverage is underwritten by Aetna Life Insurance Company (referred to as "Aetna") and that certain claims adjudication and other administrative services are provided by First American Administrators, Inc. (an affiliate of EyeMed Vision Care, LLC) and/or its affiliates.
2. I authorize deductions from my earnings for any contributions required for coverage and I agree to make any necessary payments as required for coverage.
3. I understand and agree that this Enrollment/Change Request may be transmitted to Aetna or its agent by my employer or its agent. I authorize any physician, optometrist, other healthcare professional, hospital or any other healthcare organization ("Providers") to give Aetna or its agent information concerning the medical history, services or treatment provided to anyone listed on this Enrollment/Change Request form, including those involving mental health, substance abuse and HIV/AIDS. I further authorize Aetna to use such information and to disclose such information to affiliates, Providers, payors, other insurers, third party administrators, vendors, consultants and governmental authorities with jurisdiction when necessary for my care or treatment, payment for services, the operation of my health plan, or to conduct related activities. I have discussed the terms of this authorization with my spouse and competent adult dependents and I have obtained their consent to those terms. I understand that this authorization is provided under state law and that it is not an "authorization" within the meaning of the federal Health Insurance Portability and Accountability Act. This authorization will remain valid for up to 24 months. I understand I am entitled to a copy of this authorization upon request and that a photocopy is as valid as the original.
4. The plan documents will determine the rights and responsibilities of member(s) and will govern in the event they conflict with any benefits comparison, summary or other description of the plan.
5. I understand and agree that, with the exception of Aetna Rx Home Delivery<sup>®</sup>, all participating providers and vendors are independent contractors and are neither agents nor employees of Aetna. Aetna Rx Home Delivery, LLC, is a subsidiary of Aetna Inc. The availability of any particular provider cannot be guaranteed and provider network composition is subject to change. Notice of the change shall be provided in accordance with applicable state law.

### Misrepresentation

Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**The certificate provides vision benefits only. Review your certificate carefully.**

*By checking this box you agree to use Aetna's member self-service website for all future printed materials and understand you may choose to receive paper documents in the future.*

### Employee Signature

I represent that all information supplied in this form is true and complete to the best of my knowledge and belief. I have read and agree to the Conditions of Enrollment and Misrepresentation on this Employee Enrollment/Change Request form.

<i>Employee Signature - Required</i>	<i>Date (Month/Day/Year)</i>	<i>Employee E-mail Address (optional)</i>
X		

### Employer Verification (To Be Completed by Employer)

<i>Employer Signature - Required</i>	<i>Title</i>	<i>Date (Month/Day/Year)</i>
X		

## Instructions

### Employer

- Complete the **Employer Group Information** at the top of Page 1.
- Complete the **Employer Verification** below the Employee signature on Page 3. Employer must sign & date the Enrollment/Change Request for new enrollments or coverage changes to be processed.

**Employee – Complete Sections A – E.** Additional dependent and/or other information may be provided on a separate sheet. All attachments must be signed and dated.

#### Section A – Type of Activity:

- Check box(es) indicating reason(s) for submitting this Enrollment/Change Request.
- Provide Effective Date(s) & Date of Event(s) where requested.

#### Section B – Employee Information:

- Complete **all** information in order for your Enrollment/Change Request to be processed.

#### Section C – Product Information.

#### Section D – Individuals Covered:

- Add/Change/Remove – Use “A”, “C”, or “R” to indicate whether you are adding, changing or removing coverage for an individual.
- Print your full name along with the names(s) of your dependent(s), if applicable. Indicate Sex, Birthdate, & Social Security Number for each individual.
  - *Relationship Code* – Use **ONLY**: H=Husband/Civil Union Partner, W=Wife/Civil Union Partner, S=Son, D=Daughter, Y=Sponsored Male, X=Sponsored Female. **If the dependent is NOT your spouse\* or a biological or legally adopted child, please indicate relationship to employee in Special Remarks.**
- If you or your dependent(s) have **Other Vision Coverage** and/or are **Currently Covered by Medicare**, check the “Yes” box(es) and provide beginning & ending effective dates, name & policy number of insurance carrier, vision plan or other source & your **Member Identification Number** for the insurance plan in the space provided in Number 1.
- If a dependent is Handicapped & financially dependent, check “Yes” & provide proof of handicapped status from the attending physician.
- If a dependent is a Student, check “Yes”. Refer to your Summary Coverage for plan definitions. Aetna may request that you provide proof from the educational institution.

**Section E – Race/Ethnicity (Optional):** Check the appropriate Race/Ethnicity code for each individual. If your Race/Ethnicity is “Other,” print the Race/Ethnicity for each individual in the space provided.

**Conditions of Enrollment/Misrepresentation – Employee Signature:** Employee must sign & date the Enrollment/Change Request for new enrollments or coverage changes to be processed.