DENTAL APPLICATION AND CHANGE FORM

ENROLLEE (EMPLOYEE) INFORMATION

STEP 1

Last Name	First Name		MI
Social Security #	Telephone	Email	
Mailing Address	City	State	Zip
Email	Employer Name		
Is your position covered by a collective bargaining agreement? ☐ Yes ☐ No If yes, check the appropriate category: ☐ Teacher ☐ Police ☐ Fire ☐ Public Works ☐ Other	TYPE OF COVERAGE AND MEMBERSHIP REQUESTED (check)		
Marital Status ☐ Single ☐ Married ☐ Widowed ☐ Divorced/Legally Separated	Dental Type Dental Option #____	Dental Membership ☐ Single ☐ Two-Person ☐ Family	

STEP 2

REASON FOR COMPLETING FORM

- ☐ New Enrollee
- ☐ Benefit Change
- ☐ Open Enrollment
- ☐ Name Change
- ☐ Marriage
- ☐ Birth/Adoption
- ☐ Death
- ☐ Divorce/Legal Separation
- ☐ Dependent No Longer Eligible ____________ Dependent Name
- ☐ Retirement
- ☐ Retiree or Spouse Now Medicare Eligible
- ☐ Loss of Other Coverage (explain) ____________
- ☐ Election of COBRA Coverage
- ☐ Other (explain) ____________

Actual Date of Event ____________

ENROLLEE AND DEPENDENT INFORMATION (Complete this section as your membership should appear)

STEP 3

NAME (First, MI, Last)	Date of Birth Month/Day/Year	Relation to Enrollee	Gender
Employee Name	___/___/___	Self	☐ Male ☐ Female
Spouse Name	___/___/___	Spouse/Civil Union Partner	☐ Male ☐ Female
Spouse Email			
Dependent Name**	___/___/___		☐ Male ☐ Female
Dependent Name**	___/___/___		☐ Male ☐ Female
Dependent Name**	___/___/___		☐ Male ☐ Female

HealthTrust Office Use Only

**If you are enrolling a dependent(s) age 26 or older who is disabled, complete a *Certification for a Mentally or Physically Disabled Child Over Maximum Age* form available through your employer or at www.healthtrustnh.org.

OTHER DENTAL INSURANCE COVERAGE INFORMATION

STEP 4

Do you or your family have dental coverage through another group or employer? ☐ Yes ☐ No	Name of Insurance Company	
Are you or another dependent transferring coverage from another dental carrier? ☐ Yes ☐ No	Policy Number	
Member Name	Effective Date	Termination Date

ENROLLEE SIGNATURE

STEP 5

I hereby authorize HealthTrust and my employer to institute the enrollment(s) indicated on this form. If my employer requires a contribution for this coverage, this authorizes the appropriate payroll deductions. I understand that the effective date and termination date of my membership will be determined by HealthTrust and my employer in accordance with the plan rules. I understand that I must sign this form for claims to be processed. By signing this application, I attest to the accuracy and truthfulness and will provide documentation to HealthTrust upon request. I understand that any misrepresentation affecting the above named Enrollee's and/or Dependents' eligibility will result in retroactive cancellation of the dental coverage and any charges incurred will be my liability. I understand it is my responsibility to notify my employer immediately when any Dependent no longer meets eligibility requirements of the plan.

Enrollee Signature____________________________ Date ___/___/___

EMPLOYER USE ONLY

STEP 6

Date of Hire ___/___/___	Date of Rehire ___/___/___	☐ Full-Time	☐ Part-Time to Full-Time	☐ Part-Time Number of Hours Weekly________	☐ COBRA	☐ Retiree
Eligibility Organization Name Wakefield School District				Employee Job Title		
Dental Group/Carrier Number	Effective Date of Coverage ___/___/___			Benefits Administrator Signature/Stamp		Date ___/___/___

White - HealthTrust Yellow - Employer Pink - Employee

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