



# BENEFITS ENROLLMENT/CHANGE FORM • COOK COUNTY EMPLOYEE HEALTH CARE PROGRAM

EMPLOYEE BENEFITS OFFICE • ROOM 1072 • COUNTY BUILDING • 118 N. CLARK STREET • CHICAGO, IL 60602  
312-603-6385 (PHONE) • 866-729-3040 (TOLL-FREE FAX)

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**INSTRUCTIONS:** Please complete and sign this form as appropriate. Keep the pink copy for yourself; return all other copies to your Timekeeper. Print clearly, using a ball-point pen and pressing firmly, as this form contains multiple copies. Remember: you must complete and return this form within 31 days of your date of hire, or of a qualifying life event that requires a change in coverage (e.g. marriage, divorce, birth or death of a dependent, etc).

## EMPLOYEE INFORMATION

Social Security # \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City/State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Employee Number \_\_\_\_\_ Dept. \_\_\_\_\_  
Birth Date \_\_\_\_\_ Hire Date \_\_\_\_\_ Married:  Yes  No Marriage Date: \_\_\_\_\_ Sex:  Male  Female  
Union:  Yes  No If yes, Union Name \_\_\_\_\_

## PLAN SELECTION

Check the box by the plan(s) of your choice.  
(If you are a new employee and a member of a union, you must choose an HMO for the first year of employment.)

- H2 HMO Illinois (Blue Cross HMO)  Dental HMO  Vision Plan
- H3 Classic Blue (HMO)  Dental PPO
- P2 Blue Cross PPO

**If you have selected an HMO, after enrollment, you must call the plan(s) to select a primary doctor/dentist.**

Enrollment forms must be received within 31 days. This includes new hires, marriages, births and partnership affidavits. The marriage/birth certificates should follow as soon as possible, within 60 days of the event.

**Continued dependent coverage is contingent upon receipt of proper/current documentation.**

## DEPENDENT ENROLLMENT

Last Name	First Name	Relationship to You	Sex	Birth Date	Social Security #

## CHANGE INFORMATION

To be completed by employee. Check items as appropriate.

EFFECTIVE DATE \_\_\_\_\_

### TYPE OF CHANGE

- New Employee  Terminate Insurance\*
- Reinstate Insurance  COBRA
- Add Dependent (i.e., marriage, new child)  
Date of event: \_\_\_\_\_
- Delete Dependent (i.e., divorce, death, child no longer eligible)\*  
Date of event: \_\_\_\_\_

New hire health/dental/vision benefits begin on the first day of the month following the hire date, pending receipt of the application within 31 days. Benefits end on the last day of the month in which the person is employed. COBRA must begin on the first day of the month following the end of active coverage.

Special Instructions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### \*COBRA INFORMATION ISSUED?

- Yes  No Date \_\_\_\_\_

## AUTHORIZATIONS

I hereby certify that the information on this form is complete and accurate to the best of my knowledge. I authorize the deduction of the current rate, if any, necessary for payment of my health plan coverage and agree to pay all applicable copayments. I authorize my doctors, hospital or other provider of medical services to make available to the claims administrator any and all medical records pertaining to myself and my dependents, if any. I also release to the claims administrator of the County of Cook and the Forest Preserve District any information regarding the medical treatment and benefits for myself and my dependents, if any, for the purpose of reviewing medical treatment, validating and determining benefits, as well as for auditing and computing statistics.

Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_