Human Resources

MIT Health Plans Enrollment/Change Form

1. Personal Information

Last Name	First Name	Middle Initial	MIT ID	Telephone	Sex	Date of Birth

2. Enrollment/Qualifying Event

☐ Open Enrollment (Effective January 1st of next year)

☐ New Hire/Newly Eligible Date of Hire/New Eligibility: _____

Choose coverage start date:
☐ Date of Hire/New Eligibility
☐ 1st of month following Date of Hire/New Eligibility

☐ Qualifying Event Date of Event: _____

☐ Marriage/Domestic Partnership
☐ Divorce/Termination of Domestic Partnership
☐ Birth/Adoption
☐ Death of Dependent
☐ Gaining Other Coverage
☐ Loss of Other Coverage
☐ Change in Medicaid or SCHIP eligibility
☐ Other

Required Documentation for Qualifying Events (must submit within 31 days of the event):

- **Marriage/Domestic Partnership:** Copy of certified marriage certificate, or completed Affidavit of Domestic Partnership.
- **Divorce/Termination of Domestic Partnership:** Divorce Decree issued by the Court, or Declaration of Termination of Domestic Partnership.
- **Birth/Adoption:** Copy of birth certificate or letter from the hospital, or copy of adoption/legal agreement.
- **Death of Dependent:** Copy of a certified death certificate.
- **Obtaining Other Coverage:** A document from the other employer or a HIPPA notice, stating coverage effective date and names of those covered on plan; or a document from the state, Medicaid or SCHIP administrator, stating the effective date of eligibility for premium assistance.
- **Loss of Other Coverage:** A document from the other employer or a HIPPA notice, stating loss of coverage effective date and lists those covered on plan; or a document from the state, Medicaid or SCHIP administrator, stating the effective date for the loss of coverage.

(Please see Section 6 for examples of additional required documentation.)

3. Benefits Plan Selection:

Dental Plan	Individual	Employee + Spouse (or Domestic Partner)	Employee + Child(ren)	Family	Terminate Coverage	Medical Plan	Individual	Employee + Spouse (or Domestic Partner)	Employee + Child(ren)	Family	Terminate Coverage	Vision Plan	Individual	Employee + Spouse (or Domestic Partner)	Employee + Child(ren)	Family	Terminate Coverage
Basic	☐	☐	☐	☐	☐	MIT Traditional (HMO)	☐	☐	☐	☐	☐	Vision Plan	☐	☐	☐	☐	☐
Comprehensive	☐	☐	☐	☐	☐	MIT Choice (POS)	☐	☐	☐	☐	☐						
						MIT High Deductible Plan w/HSA	☐	☐	☐	☐	☐						

4. Information About Covered Members

Name (Last, First, Middle)	**Sex**	**Date of Birth** (MM/DD/YY)	**Social Security Number**	**Medical Plan**	**Primary Care Provider (PCP) Information** (required if enrolling in Medical plan)	**Dental Coverage**	**Vision Coverage**
Employee	**(Information listed in Section 1)**			**(Indicated in Section 3)**	**PCP Name:** **PCP ID:**	**(Indicated in Section 3)**	
☐ **Spouse** ☐ **Domestic Partner**				☐ Enroll ☐ Terminate	PCP Name: PCP ID:	☐ Enroll ☐ Terminate	☐ Enroll ☐ Terminate
Dependent*				☐ Enroll ☐ Terminate	PCP Name: PCP ID:	☐ Enroll ☐ Terminate	☐ Enroll ☐ Terminate
Dependent*				☐ Enroll ☐ Terminate	PCP Name: PCP ID:	☐ Enroll ☐ Terminate	☐ Enroll ☐ Terminate
Dependent*				☐ Enroll ☐ Terminate	PCP Name: PCP ID:	☐ Enroll ☐ Terminate	☐ Enroll ☐ Terminate
Dependent*				☐ Enroll ☐ Terminate	PCP Name: PCP ID:	☐ Enroll ☐ Terminate	☐ Enroll ☐ Terminate

*Additional dependents may be attached on a separate page. If you have a dependent age 26 or older who is disabled, additional paperwork will be required. Please contact MIT Benefits at benefits@mit.edu or 617-253-6151

5. Acknowledgement/Signature

My signature below indicates that I have read and agree to the following:

I have received and reviewed information about my health plan choices. I authorize MIT to take from my pay the before-tax or after-tax contributions required by my elections. I certify that the information I have provided on this form is true and correct to the best of my knowledge. I also understand if I elect before-tax payment of my health premium, I cannot change this election during the plan year unless I have a change in my personal situation that would, under federal law, permit modification of my election. I understand that the information I have provided on this form will be supplied to my health plan. With this membership, I agree that certain medical records may be required by the health plan to determine the validity or amount payable for charges related to medical care. I authorize the health plan, or its designated agent, to obtain, view, and release a copy of all records pertaining to medical care and the related expenses for all persons covered by this contract. This applies to all physicians, hospitals, clinics, and all other agencies. I grant my health plan any legal right that I may have to recover the cost of services for an illness or injury caused by someone else when these services have been provided by my health plan. I understand that if I do not select a Primary Care Provider (PCP), I will be subject to an out-of-network deductible and co-insurance.

Employee Signature	Date

For Office Use Only:

System updated by:	Date:	Comments:

6. Examples of Documentation Required for Validating Dependent Eligibility in MIT Health and Dental Plans

Dependent Type	Documentation Needed
Spouse	Marriage certificate
Domestic Partner/Spousal Equivalent	MIT Affidavit of Domestic Partnership for Benefits Eligibility
Birth child up to age 26	Birth Certificate showing name of child and name of employee
Adopted child up to age 26	Adoption Certificate showing name of child, name of employee, and birthdate of the child
Step-child up to age 26	Birth Certificate showing name of child and spouse's/partner's name AND Marriage Certificate showing employee's name and spouse's/partner's name
Child up to age 26 for whom you are the Legal Guardian	Proof of Legal Guardianship AND Birth Certificate
Child with a mental or physical disability up to age 26 or older, who is not able to earn his or her own living	Appropriate documentation as listed above for birth, adoption, or legal guardian status AND Certification by Medical Plan
Child recognized under a Qualified Medical Child Support Order	Qualified Medical Child Support Order AND Birth Certificate
Birth child of an enrolled dependent child (as defined above)	Birth Certificate showing name of birth child and name of your enrolled dependent child
Divorced Spouse	Please contact MIT benefits at benefits@mit.edu or 617-253-6151