FARM BUREAU Health Plans of Arkansas

Arkansas Farm Bureau Health Plan Change Form

READ ALL INSTRUCTIONS BEFORE COMPLETING THIS CHANGE FORM. THE CHANGE FORM MUST BE COMPLETED IN ITS ENTIRETY AND ALL PAGES MUST BE SUBMITTED IN ORDER TO BE PROCESSED.

- This form is a legal document. If you are approved for coverage, it will become a part of your contract. Therefore, all information provided must be accurate and legible.
- This form must be completed in dark blue or black ink. Forms completed in **pencil** will not be accepted.
- If you make a mistake, mark through the incorrect information, initial it, date it, and provide the correct information.
- Do not use liquid paper, correction tape, or "white out" to correct any mistakes on this form.

- **What changes would you like to make?**
  - **Contact information** ➡ Complete sections 1, 2 and 3
  - **Address change** ➡ Complete sections 1, 2, 3 and 4
  - **Name change** ➡ Complete sections 1, 2, 3 and 5
  - **Add a spouse or dependents to a policy** ➡ Complete sections 1, 2, 3 and 6
  - **Delete person from policy** ➡ Complete sections 1, 2, 3 and 7
  - **Make someone else the primary policyholder** ➡ Complete sections 1, 2, 3 and 8
  - **Split my policy into two or more policies** ➡ Complete sections 1, 2, 3 and 9

The Arkansas Farm Bureau Health Plan is sponsored by Arkansas Farm Bureau Federation, and provided through its wholly-owned subsidiary, Farm Bureau Health Plans of Arkansas. The Plan is generally administered, to include medical underwriting of this application, by Arkansas Blue Cross and Blue Shield, an independent licensee of the Blue Cross Blue Shield Association

INSTRUCTIONS

When you are completing this form, please refer to your Arkansas Farm Bureau Health Plan identification card for your **Member ID** and Group Number. This information must be entered correctly under Section 1 in order to process your request.

Effective Date: Approved changes become effective on the 1st of the month. The effective date for any changes will be the next available effective date following approval, unless otherwise requested.

Section 6

- For any applicant who is not a U.S. citizen, a copy of his/her Permanent Resident VISA or Green Card issued by the U.S. Citizenship and Immigration Services must be submitted with the application.
- Applicants must reside in the U.S. at least one year and must have a primary care physician in the U.S. prior to being eligible to apply for coverage.

IMPORTANT NOTE: We cannot process your Change Form without this completed form.

AUTHORIZATION TO DISCLOSE PROTECTED HEALTH INFORMATION

As a condition of coverage and of my enrollment in the policy, I authorize any medical professional, medical care institution, pharmacy related service organization, pharmacy benefit manager, or other provider of healthcare services or supplies, as well as any individual, company or prior insurance carrier possessing relevant medical, health, treatment or payment information, to provide Arkansas Blue Cross and Blue Shield and its affiliate or agents information concerning services, supplies, benefit or payments provided or denied to me or to any family member listed in my application, including but not limited to any and all protected health information related to treatments where a restriction was requested for any healthcare item or service in relation to the healthcare provider having been paid in full out-of-pocket. I understand that information obtained as a result of this authorization will be used for the purpose of determining eligibility for coverage. This information may also be used by Arkansas Blue Cross and Blue Shield in investigating and adjudicating claims for benefits. I understand that in the course of its business operations, Arkansas Blue Cross and Blue Shield may disclose this information to others as required or permitted by law and as set out in the Arkansas Blue Cross and Blue Shield Notice of Privacy Practices.

I understand that information re-disclosed may no longer be protected by federal privacy regulations. This authorization does not provide for the disclosure of psychotherapy notes as define in 45 CFR §164.501. I understand that I may terminate this authorization by sending a written revocation to Arkansas Blue Cross and Blue Shield, PO Box 2181, Little Rock, AR 72203-2181. However, if I revoke this authorization before I am enrolled in the policy(ies), my application for coverage will be denied. Unless I revoke this authorization, it shall be valid for 30 months from the date of my signature for information collected in connection with review of this application; it is valid for the duration of the coverage for information collected in connection with investigation of claims. Both the federal government and the State of Arkansas have enacted electronic signature laws, which allow the use of electronic signatures in all areas of commerce. See the Electronic Signatures in Global and National Commerce Act 15 USC §§ 7001 et seq., the Arkansas Electronic Records and Signatures Act A.C.A. §§25-31-101 et seq. and the Uniform Electronic Transaction Act, A.C.A. §§25-31-101 et seq. Electronic signatures are specifically authorized in the business of insurance. See 15 USC §§ 7001(i).

This authorization includes authorization to release information on the diagnosis and treatment of mental illness, alcohol, and drug use, as well as authorization to release information on the diagnosis, treatment, and testing results related to HIV-AIDS, and sexually transmitted diseases, unless otherwise restricted by applicable law.

Please note the following consequences if you decline to sign this authorization for release of your medical information, or if you later revoke it: in that event, we may be unable to process your application or evaluate a claim for coverage and would then deny your application or your claim for policy benefits.

This authorization must be signed by each applicant age 18 or older.

Applicants age 18 and older

Print Name(s)	Signature	Date

Applicants under age 18

List applicants under age 18 (Print Name).

Parent/Legal Guardian's Signature (if policy for a minor)	Date

Arkansas Farm Bureau Health Plan Change Form For Current Policy

Return To: Arkansas Blue Cross and Blue Shield
Attn: CRM Operations and Service
P.O. Box 2181
Little Rock, AR 72203-2181

OR Fax to: 501-378-3752
E-mail: CRMCustomerService@arkbluecross.com

SECTION 1 | CURRENT POLICYHOLDER INFORMATION

Member ID	Group Number	Date of Birth:

First Name	M.I.	Last Name

SECTION 2 | CONTACT INFORMATION

Primary Phone Number	Alternate Phone Number	E-mail Address	How do you prefer we communicate with you during this process?
			E-mail Phone

* Arkansas Blue Cross and Blue Shield may contact you, either directly or through a business associate, using your postal or email addresses, telephone numbers or other personal information, regarding your medical plan, healthcare providers participating in our networks, disease management, health education and health promotion, preventive care options, wellness programs, treatment or care coordination or case management activities of Arkansas Blue Cross.

SECTION 3 | REQUESTED EFFECTIVE DATE

Please write the month and year you would like this change to be effective. **Note**: Changes can only become effective on the 1st of the month, unless change is due to adoption.

Month	Day	Year
	01	

CHANGES TO BE MADE

You may skip section(s) that do not apply to the change(s) you are making. However, you must return all pages — even if blank.

SECTION 4 | ADDRESS CHANGES

Any change to your current address information can be completed in this section. We have provided three separate listings for this information. Only complete for addresses that are changing.

Residential – This address will be noted as your physical place of residence.
Mailing – Correspondence such as letters and Personal Health Statement (PHS) will be mailed to this address.
Billing – All billing invoices will be mailed to this address.

Residential (Must be permanent address – No P.O. box, please)

Street	City	State	County	Zip

Mailing

Street	City	State	County	Zip

Billing

Street	City	State	County	Zip

SECTION 5 | NAME CHANGE

Documentation is required for any name change request. Please complete this section and attach appropriate documentation, such as a copy of your marriage license, divorce decree, adoption papers or other court papers to support the change.

	First Name	M.I.	Last Name
From:			
To:			

(Continued on page 2)

SECTION 6 | ADD PERSON(S) TO POLICY

Please complete all sections below with information about the individual(s) you would like to add to your policy. Individual(s) requested to be added to the policy are subject to underwriting. **When adding a spouse, the individual must be age 17 or older. All dependent additions – including adoptions, must be at least 6 months or older.**

First Name	M.I.	Last Name	Suffix	Relationship	Sex	Date of Birth	Social Security No.	Height	Weight
								ft. in.	lbs.
								ft. in.	lbs.
								ft. in.	lbs.

OTHER INSURANCE

Yes No a. Are any added individual(s) covered by Medicaid (including AR Kids First)? If "Yes," please provide name(s):

Applicant Name:

Applicant Name:

Yes No b. Are any added individual(s) covered by Medicare? If "Yes," please provide name(s):

Applicant Name:

Applicant Name:

Yes No c. Are any added individual(s) Medicare disabled? If "Yes," please provide name(s):

Applicant Name:

Applicant Name:

Yes No d. Do you or any applicant have current Arkansas Blue Cross Blue Shield coverage? If "Yes," please provide:

ABCBS ID#

Yes No e. Have you or any applicant had ABCBS coverage that has terminated within the last 6 months? If "Yes," please provide:

ABCBS ID#

ELIGIBILITY

Yes No f. Is any male applying for coverage an expectant father or a potential adoptive father? If "Yes", please provide name(s):

Applicant Name:

Yes No g. Is any female applying for coverage pregnant or a potential adoptive mother? If "Yes", please provide name(s):

Applicant Name:

Yes No h. Has any added individual(s) ever consumed alcohol to excess, received treatment, or joined an organization for alcoholism or drug addictions? If "Yes," please provide name(s):

Applicant Name:

Yes No i. Has any added individual(s) ever used any addictive drug or substance for purposes other than recommended by your physician? If "Yes," please provide name(s):

Applicant Name:

Yes No j. Does any applicant have a valid Medical Marijuana Card?

Applicant Name:

Yes No k. Has any added individual(s) ever been treated for, diagnosed by or consulted a physician, psychotherapist, counselor or any other provider, or had any indication(s) of having a drug dependency/habit? If "Yes," please provide name(s):

Applicant Name:	Reason for Treatment

Yes No l. Has any added individual(s) required the assistance of any other individual to perform any activities of daily living? If "Yes," please provide name(s):

Applicant Name:

Yes No m. Is any applicant currently a patient in a hospital or nursing home? If "Yes", please provide name(s):

Applicant Name:

(Continued on page 3)

HOUSEHOLD/RESIDENCY

Yes No a. Do all the added individual(s) under the age of 18 reside in the same household? If "no," please provide reason and his/her name and address:

Name	
Address	
Reason	

Yes No b. Are all the added individual(s) permanent, legal residents of Arkansas? If "no," please provide reason and his/her name and address:

Name	
Address	
Reason	

Additional information may be required.

Yes No Are all applicants U.S. citizens? If "No", please provide the name(s) of the applicant(s) who are not U.S. citizens.

Name			
Type of Permanent Visa or Permanent Green Card			
USCIS Category	Registration No.	Issue Date (Mo. Day Yr.)	Expiration Date (Mo. Day Yr.)

Yes No Have all applicants applying for coverage resided in the U.S. for at least 12 continuous months? If "No", please provide the name(s) of the applicant(s) who have not resided in the U.S. for at least 12 continuous months.

Name	

TOBACCO USE

Yes No n. Has any applicants to be covered used any form of tobacco or nicotine supplements/cessation products within the last 12 months? If "Yes," please provide the following:

Applicant Name:	Reason for Treatment

(Continued on page 4)

MEDICAL CONDITIONS

ALL OF THE FOLLOWING QUESTIONS MUST BE ANSWERED FOR EACH PERSON APPLYING FOR COVERAGE.

Per the field underwriting guidelines and training, the soliciting agent is required to send additional information for any selected condition through the Blueprint for Agents portal after submitting the application.

- Acquired Immune Deficiency Syndrome (AIDS) or AIDS-related Complex (ARC) or Immune Deficiency Disorder or HIV
- Adrenal disorders
- Alzheimer's Disease or senile dementia
- Amyotrophic Lateral Sclerosis (Lou Gehrig's Disease)
- Anemia
- Angina, heart attack, myocardial infarction
- Arteriosclerosis, atherosclerosis, Coronary Artery Disease, stent placement or angioplasty
- Attempted suicide
- Brain and nervous system disorders
- Cancer, Leukemia, or malignancy of any kind
- Cardiomyopathy, Enlarged Heart, Congestive Heart Failure
- Cerebral Palsy
- Cerebrovascular accident (stroke), including Transient Ischemic Attack (TIA)
- Chronic fatigue
- Chronic Obstructive Pulmonary Disease, emphysema, lung disease or Respiratory Syncytial Virus (RSV), sleep apnea
- Cirrhosis
- Connective Tissue disorder
- Crohn's Disease or ulcerative colitis
- Diabetes, abnormal glucose
- Dialysis
- Eyes, Ears, Nose or Throat disorders
- Fibromyalgia
- Gastric bypass surgery or other weight loss procedure
- Gastric or duodenal ulcer
- Glandular disorders
- Heart bypass surgery, pacemaker implant
- Heart or vein/artery surgery
  - Congenital
  - Disease
- Hemophilia
- Hepatitis
- Hodgkin's or Non-Hodgkin's Disease
- Hypertension
- Kidney, urinary or reproductive disorders
- Lupus, systemic
- Meniere's Disease
- Mental disorders
- Multiple Sclerosis, Muscular Dystrophy, or Myasthenia Gravis
- Musculoskeletal disorders
- Nephritis
- Nephrotic Syndrome, renal disease or failure
- Pancreatitis
- Parkinson's Disease
- Pending surgery
- Polyneuritis
- Respiratory, digestive, or circulatory condition
- Sarcoidosis
- Silicone breast implants
- Sugar, blood, or protein in urine
- Thyroid disorders
- Transplant recipient (except cornea/lens)
- Valve repair/replacement/shunts or stents/retained hardware
  - Congenital
  - Disease
- Any injury, deformity, incapacitation, disease or condition not listed elsewhere
- Any symptoms, ailments or concerns needing medical evaluation

None of the above apply to any applicant(s)

(Continued on page 5)

SECTION 7 | DELETE PERSON(S) FROM THE POLICY

In the event you would like to **terminate coverage** for a covered person, including the primary policyholder, you can do so by completing this section, **OR** you have the option to **maintain coverage on the person you would like to delete from your policy** by splitting him/her off onto a new individual policy with identical coverage. This will completely remove him/her from your coverage and create a new policy for the covered person. You can make this change by completing **Section 9 – Split Policy.** A signature is **required** by **both** the current policyholder and the person maintaining their coverage and moving to a new policy of their own.

Important Note: Complete one change form for each new policy you are requesting.

First Name	M.I.	Last Name	Suffix	Reason	Date of Event

SECTION 8 | OWNERSHIP CHANGE

Complete this section only when the primary policyholder is being removed. **Except for death of the primary policyholder, both the primary policyholder and the covered person maintaining the policy coverage and being moved to the new primary policyholder must sign the change form.**

	First Name	M.I.	Last Name
From:			
To:			

SECTION 9 | SPLIT POLICY

Indicate the name of the covered person(s) you want covered on a separate policy with identical coverage.

First Name	M.I.	Last Name	Suffix	Reason	Date of Event

Primary Phone Number	Alternate Phone Number	E-mail Address

Please provide address information for new Policyholder ONLY:

Residential (Must be permanent address – No P.O. box, please)

Street	City	State	County	Zip

Mailing

Street	City	State	County	Zip

Billing

Street	City	State	County	Zip

(Continued on page 6)

PLEASE READ BEFORE SIGNING

I understand: (1) This application may be rejected if the applicant is age 18 or older. (2) This application will be medically underwritten in order to assess the potential financial risk of each individual on the application. As the result of the assessment, my application may be approved with no changes, approved but charged a higher premium, or I may be declined for coverage. (3) If accepted, the insurance applied for shall not become effective until the date shown on my schedule of benefits and the adjusted premium, if applicable, is paid in full. (4) If my application is accepted relying on my representations in this document, any coverage which may be issued to me shall be invalid if based on intentional misrepresentations of material fact or fraud. (5) My signature authorizes Arkansas Blue Cross and Blue Shield to coordinate benefits under this policy with other insurance I have which is subject to coordination. (6) Arkansas Blue Cross and Blue Shield may phone me for additional information that may help with the timely processing of my application. In signing below, I represent that the statements and answers given in this application and any signed and dated addendum to this application (both front and back) are true, complete and correctly recorded.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information on an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

I certify that I signed this change form in the state of Arkansas.

SIGNATURE SECTION | (Please sign appropriate line only)

Primary Applicant OR Parent/Legal Guardian **(if policy for a minor)**	Date Signed
Spouse **(required if applying)**	Date Signed
Dependent age 18 or older **(required if applying)**	Date Signed
Dependent age 18 or older **(required if applying)**	Date Signed

CUSTODIAL PARENT SECTION

If any applicant under age 18 (primary applicant or dependent), named on this application, does NOT reside with the policyholder indicated in Section 2, the custodial parent's signature is also required.

Custodial parent's name (please print)		**Phone number**	
Custodial parent's address (Street or PO box)	**City**	**State**	**ZIP**
Custodial parent's signature		**Date signed**	

THIS APPLICATION IS VALID FOR 45 DAYS ONLY WHEN COMPLETED AND SIGNED.

RETURN INSTRUCTIONS

- Any **attachments** submitted with the change form must be signed and dated.
- Do not send any money with this change form.
- **Please ensure all required parties have signed and dated the change form prior to submission.**
- We strongly recommend you make a copy of this completed change form for your records.