KAISER PERMANENTE®

Small Business

EMPLOYEE/DEPENDENT CHANGE

IMPORTANT INFORMATION

1. The employer must complete Section 1.
2. The employer is responsible for confirming all information prior to submitting. Please make sure effective dates are correct as these affect health plan premiums.
3. The employee must complete Sections 2 through 5, if applicable.
4. **The employee must sign and date the bottom of the form.**
5. The employee must complete all applicable sections and keep a copy for his or her records and give the completed form to the employer.
6. The employer should give the completed form to his or her broker or the Small Business Services California Service Center (CSC) by email: **csc-sd-sba@kp.org*** as a PDF attachment or by fax: **855-355-5334.**
7. If the employer would like to terminate an employee's coverage, please use the **Subscriber Termination/Transfer** form available in the "Terminating employee coverage" section at **kp.org/smallbusinessforms/ca**.

All changes to accounts, including effective dates and dependent status, will be made in accordance with the contractual agreement between the employer/customer and Kaiser Permanente.

*This email address is for form submissions only, not inquiries.

1 COMPANY INFORMATION (to be completed by employer)

Company name			Group ID
Phone ( ) –	Ext.	Fax ( ) –	Email

2 REQUESTED CHANGES

Reasons to add dependent (list one only): adoption, loss of coverage, new spouse (marriage/domestic partner), moved into service area, newborn addition, open enrollment, or reinstatement. Plan changes are effective on the first of the month.

Is employee enrolled in Medicare (noncovered subscriber)? ☐ Yes ☐ No
A noncovered subscriber is an employee who isn't enrolled on the group plan, but allows for dependent(s) coverage.

☐ Add dependents (complete Sections 3, 4, and 5)

Reason: Effective date: / /

☐ Change plan. New plan name: Effective date: / 01 /

☐ Delete dependents (complete Sections 3, 4, and 5) Effective date: / /

☐ Employee name change (complete Sections 3 and 5)

From: To: Effective date: / /

(Complete Sections 3 and 5 if any of the following are selected)

☐ Employee address ☐ Employee phone ☐ Employee Social Security number ☐ Employee or dependent date of birth

3 EMPLOYEE INFORMATION (to be completed by employee)

Name (first, MI, last)			Social Security number		
Address ☐ Home ☐ Mailing		City	State	ZIP	County
Day phone ( ) –	Evening phone ( ) –	Date of birth (mm/dd/yyyy) / /			

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Company name (please print): _____

Employee name (please print): _____

4 DEPENDENTS AFFECTED

☐ Spouse ☐ Domestic partner	Date of birth (mm/dd/yyyy) / /	Gender ☐ M ☐ F ☐ Undeclared	Social Security number
Name (first, MI, last)			
Former name			
☐ Dependent	Date of birth (mm/dd/yyyy) / /	Gender ☐ M ☐ F ☐ Undeclared	Social Security number
Name (first, MI, last)			
☐ Dependent	Date of birth (mm/dd/yyyy) / /	Gender ☐ M ☐ F ☐ Undeclared	Social Security number
Name (first, MI, last)			
☐ Dependent	Date of birth (mm/dd/yyyy) / /	Gender ☐ M ☐ F ☐ Undeclared	Social Security number
Name (first, MI, last)			

If any dependent listed above lives at another address, complete the following:

Name (first, MI, last)	Address
Name (first, MI, last)	Address

5 READ AND SIGN

KAISER FOUNDATION HEALTH PLAN, INC., ARBITRATION AGREEMENT

I understand that (except for Small Claims Court cases, claims subject to a Medicare appeals procedure, or the ERISA claims procedure regulation, and any other claims that can't be subject to binding arbitration under governing law) any dispute between myself, my heirs, relatives, or other associated parties on the one hand and Kaiser Foundation Health Plan, Inc. (KFHP), any contracted health care providers, administrators, or other associated parties on the other hand, for alleged violation of any duty arising out of or related to membership in KFHP, including any claim for medical or hospital malpractice (a claim that medical services were unnecessary or unauthorized or were improperly, negligently, or incompetently rendered), for premises liability, or relating to the coverage for, or delivery of, services or items, irrespective of legal theory, must be decided by binding arbitration under California law and not by lawsuit or resort to court process, except as applicable law provides for judicial review of arbitration proceedings. I agree to give up our right to a jury trial and accept the use of binding arbitration. I understand that the full arbitration provision is contained in the *Evidence of Coverage*.

Employee name (please print)

Employee signature **(required)**	Date
X	

Note: Disputes arising from any of the following KPIC products aren't subject to binding arbitration: 1) Preferred Provider Organization (PPO) plans and 2) KPIC Dental plans.

6 CONTACT INFORMATION

Email completed form to **csc-sd-sba@kp.org** as a PDF attachment or fax to **855-355-5334.**

For more information, please contact our Small Business Services California Service Center at **800-790-4661, option 1.**