

Employer Group Application

Complete this application to apply for group coverage. Large employers with at least 51 total employees complete all sections of the application. Sections D and E are not required for Small employers with 2 to 50 total employees.

Section A

Group Information

Requested Effective Date:

1) Legal name of business requesting coverage

2) Doing business as (dba)

3) Physical address – use this as mailing address (if different from billing address below)? Yes No

4) City

5) State

6) ZIP code

7) County

8) Billing address – use this also as mailing address? Yes No

9) City

10) State

11) ZIP code

12) County

13) Phone number

14) Federal Tax ID number

15) List the names of the businesses with common ownership (where an owner owns 50% or more of more than one business) that are applying for coverage as part of this offering:

Company Name	Company Address (Street, City, State)	Number of Employees	Federal Tax ID Number	Owner Name (50% or more of business)

16) Administrative contact name

17) Title

18) Phone number

19) Email address

20) Billing contact name (if different than 16)

21) Title

22) Phone number

23) Email address

24) Will you require multiple invoices for multiple locations? Yes No

25) Current group health insurance carrier (Please submit a copy of your most recent billing statement.)

26) Current renewal date

27) Years with Carrier

28) Do you currently have a Third Party Administrator (TPA) that administers benefits for a qualified HRA plan(s)? Yes No

If yes, please list the name of your current TPA: _____

An additional authorization form will need to be completed to allow an electronic claims feed to be sent from Dean Health Plan to a TPA for your qualified HRA plan(s). Please speak to your Dean Health Plan Sales Executive for more information.

29) For Medicare coordination of benefits:

a. In the previous calendar year did you have 100 or more employees during 50% of business days? Yes No

b. In the previous calendar year did you have 20 or more employees during 50% of business days? Yes No

c. Please indicate your employee count: _____

Section B

Eligibility Information

30) In order to determine the group size classification of your business, what was the average number of employees working at your business during the entire previous calendar year? (Please use the numbers reported on last year's quarterly contribution reports.) ► _____

31) Current employee information:

a. Total number of active Fulltime employees (who work at least 130 hours per month)

b. Total number of active Fulltime equivalent employees (FTE)* (who work less than 120 hours per month):

c. Number of employees eligible for health insurance:

d. Number of employees NOT eligible for health insurance:

e. Of the number listed in "c." how many are waiving insurance:

f. The amount in letter "e." subtracted from letter "c.":

This should equal the amount of applications that are submitted for coverage.

*If you need assistance determining the number of FTE's, please contact your Dean Health Plan Sales Executive.

32) Please provide the following details for any employee that is not currently active at work. For each employee please choose from the following list to indicate the reason they are not actively working: *(If you have policies pertaining to any of the Reasons listed below, please provide a copy)*

Name	Last Day at Work	Anticipated Return to Work or Coverage End Date	Reason Code	Reason Codes:
				a. Currently on COBRA or State Continuation, within election period
				b. Laid off
				c. Medical leave of absence
				d. Non-medical leave of absence
				e. Military leave
				f. Health coverage through severance agreement
				g. Receiving Worker's Compensation

Section C Eligibility Information

33) Coverage must be offered to all eligible employees with a normal work week of 30 hours. Please indicate what your hourly requirement is if it is less than 30 hours per week. (Small Employers may only request down to a minimum of 20 hours per week. The hourly requirement for Large and Small Employers may not exceed 30 hours per week by law.):

34) Waiting period for new employees to obtain health insurance coverage: *(please note this cannot exceed 90 calendar days)*

- a. First of the month following: 0 days 30 days 60 days
- b. Immediately following: 0 days 30 days 60 days 90 days
- c. Other: _____

35) In the following situations, are employees required to serve the waiting period?

- a. Return from Layoff Yes No
 - b. Return from Leave Yes No
 - c. Rehire Yes No
 - d. Part time to Full time Yes No
- If NO is marked for any of these situations please indicate when the employee will be eligible for coverage if not immediately after the employee returns to work:

36) Late enrollee provision: Please select one of the 2 following options:

- Our policy will have an Annual Open Enrollment period upon renewal where non-covered employees and dependents may enroll in the plan. Outside of the Annual Open Enrollment period applications will not be accepted.
- Our policy will have a 90 day waiting period for non-covered employees and dependents before coverage begins.

37) Employee termination is effective: End of the Month is the standard provision for all groups.

38) Dependent maximum age termination is effective: End of the year End of the month End of the day

39) Do you have an additional orientation period for new employees? Yes No *If yes, please indicate the length (must not exceed 30 days):*

40) Are you requesting Domestic Partner coverage? Yes No *(Please provide your policy information) (If yes, a signed Domestic Partner Addendum is required.)*

41) Are you requesting retiree coverage? *(available to employers with 20 or more enrolled employees)* Yes No *(Please provide your policy information)*

- a. Total number of retirees: _____
- b. Minimum age requirement: _____
- c. Years of service requirement: _____

Section D Large Employers Only (Not Required for Small Employers)

42) Type of current coverage: HMO POS PPO Fully Insured Self-Funded Renewal Date _____

If your coverage includes High Deductible Plans, do you fund any of the deductible for your employees? Yes No

If yes, what amount? _____

43) Current total monthly premium: _____ a) Upcoming renewal monthly premium or % of increase: _____

44) Please select the tier structure you prefer:

- 2 Tier (Single, Family) Special 3 Tier (Single, Employee+Spouse or Child(ren), Family)
- 3 Tier (Single, Employee+1, Family) 4 Tier (Single, Employee+Spouse, Employee+Child(ren), Family)

45) Will your company offer another health insurance carrier alongside Dean Health Plan ("Dean")? Yes No

If yes, please list the carriers offered: _____

46) **Employee Classes:** Do you want to offer different benefits by class of employee? Yes No

If yes, please select which classes you have:

- Hourly Salaried Union Non-Union Part-Time Full-Time Management Non-Management Executives
- Other: _____

List any classes you are **excluding** from coverage: _____

47) Question 33 required you to select a waiting period for new employees. If you would like different waiting periods by class of employee or you allow different plan provisions by class of employee, please list that information here (or submit a list with this application):

48) Do you have different hourly requirements for different classes of employees? Yes No If yes, please list them here:

49) Do you have variable-hour employees? Yes No

If yes, request the variable-hour employee language template from your sales representative and submit with this application.

Section E Large Employers Medical Questions

Large employers with at least 51 total employees must complete all questions of this section. Small employers with 2 to 50 total employees are not required to complete this section.

50) To the best of your knowledge, is there any employee or dependant to be insured:

a. Who is currently totally disabled, handicapped, confined to a hospital, or chemical dependency unit, on sick leave, medical leave of absence, or working less than full time due to a medical condition? Yes No

b. Who has informed you that they have been advised to have treatment, surgery or be hospitalized in the next six months? Yes No

c. Becoming eligible or receiving disability benefits of any type related to a disability or End Stage Renal Disease? Yes No

Provide details for any yes answers from above. If necessary, use additional sheets of paper.

Question Number	Name	Condition	Date of Diagnosis	Current Treatment or Date of Recovery	# of Missed Work Days

Please provide your employee handbook/contract outlining your policies and procedures regarding employee coverage, waiting periods, and other eligibility to assist in the creation of your insurance policy.

Section F Employer/Agent Certification

If any application information changes during review of this application please contact Dean with the revised information.

All Employers: By signing this application I understand and agree that:

- a. All statements and answers I give are complete and true to the best of my knowledge and belief.
- b. Dean will rely in part on the information recorded in this application as the basis for their decision on whether to accept this application and issue coverage.
- c. Dean may delay/void this request for coverage due to incomplete, inaccurate, or untimely information.
- d. Coverage is not in effect until the final acceptance is given by Dean. I should not cancel my current coverage until I have received confirmation in writing from Dean.
- e. An employee not actively at work on the assigned effective date will not be eligible until they have returned to work on a full-time basis (with exception of vacation time or medical leave/sick time.)
- f. An agent, agency or broker, acting in any capacity, has no authority to alter this application to bind Dean by making any promise or representation, or waive or change terms, conditions, or provisions of the group insurance policy or any requirement imposed by Dean.
- g. I agree to contribute a minimum of 25% of the single policy premium amount to all covered employees.
- h. No employer may require employees to work more than 30 hours per week to be eligible for insurance coverage.
- i. Dean may decline to issue Small Employers (except during the annual one-month guaranteed enrollment period) or terminate existing Large or Small Employer coverage if minimum participation requirements are not met. Dean may not impose more stringent minimum participation than the following list:

	Number of Eligible EEs (without Retirees, Cobra and Waivers)	Participation Requirements
Dean Health Plan Only Coverage (Small and Large Groups)	2-4	2 insured
	5-6	3 insured
	7	4 insured
	8-9	5 insured
	10	6 insured
	11+	Number of insured must be 50% of eligible EEs
Dual Choice Coverage (Large Groups Only)	2-50	Number of insured must be 50% of eligible EEs
	51-99	Number of insured must be 50% of eligible EEs
	100+	Number of insured must be 50% of eligible EEs

EMPLOYER AND AGENT SIGNATURES ON FOLLOWING PAGE

Section F (Continued)

Employer/Agent Certification

Employer Representative's Signature: _____ Date of Signature: _____

Title of Employer Representative: _____

Section G

Agent Certification

I, as writing agent, certify that I have actively participated in the solicitation and placement of this insurance. I understand that I have no authority to alter this application to bind Dean by making any promise and/or representation, or to waive or change terms, conditions and/or provisions of the group insurance policy or any requirement imposed by Dean.

Writing Agent's Signature: _____ Date: _____

Printed Agent Name: _____ Agency Name: _____