Baylor Scott & White Insurance Company

Primary Applicant's Last Name	Applicant's Social Security Number
Agent Name	Agent NPN

Home Office Use ONLY	Eff Date:

EPO Application Instructions

(Exclusive Provider Organization)

To help us process your application promptly, please remember to:

- Print all answers in **black ink** legibly. Pencil will not be accepted.
- Make sure to personally sign the application as the Primary Applicant. Anyone over the age of 18 applying for coverage must sign the appropriate signature line (unless parent has Power of Attorney).
- If it is necessary to correct any errors, simply cross off what is incorrect and write initials next to the correct information.
- Please do not use correction fluid or tape.
- If more space is needed, attach separate page(s) and list section(s) and question number(s), then sign and date each page.
- **[If you have been covered by BSWIC, or an affiliated company, within the past 12 months and the policy was terminated for nonpayment of premium, you will be required to pay the past due amount and the initial premium for the new coverage before your policy will be effective.]**

Please submit an application via one of the following methods:

- Online: [https://shop.swhp.org/marketplace/#/]
- Mail: [Baylor Scott & White Insurance Company , Attention: Enrollment, 1206 West Campus Dr., MS-A4-126, Temple, TX 76502]
- FAX: [(254)298-3199]
- Email: [swhpelectronicenrollment@bswhealth.org]

If you have any questions, please call your agent or an Internal Sales Specialist at [(866)522-2515].

OPEN ENROLLMENT (OE): [November 1 – December 15] Submission Dates

Application received prior to the end of Open Enrollment	Effective date January 1

SEP ENROLLMENT (SEP): Year Round Submission Dates

If applying outside of Open Enrollment, you must have experienced one of the events below (during the last 60 days) in order to apply. Please answer the following questions only if applying for a Special Enrollment Period.	
Requested Effective Date	
☐ I and/or my dependent(s) lost Minimum Essential Coverage: (Choose one of the two options)	
☐ Involuntary loss of Minimum Essential Coverage (example: losing group coverage, divorce & aging off parents plan at age 26) ☐ Losing or replacing current Baylor Scott & White Health Plan or Baylor Scott & White Insurance Company? ***If yes, please provide the policy number(s):*** _____	Date of Event Date Coverage Ends
☐ Birth, Adoption, placement for adoption or foster care or become a party to a suit to adopt *(Effective date will be date of birth or date of adoption/placement/becomes party to a suit to adopt)*	Date of Event
☐ Relocation to a new service area	Date of Event
☐ Marriage or gaining dependent due to marriage	Date of Event
☑ Gaining Citizenship	Date of Event
☐ Release from incarceration	Date of Event
Send all SEP supporting documents to: [swhpelectronicenrollment@bswhealth.org] or fax to [254-298-3199]. Applications submitted for a Special Enrollment Period will not be processed without supporting documentation.	**Applications submitted for:**

Baylor Scott & White Insurance Company

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Home Office Use ONLY	Eff Date:

EPO Enrollment Application

(Exclusive Provider Organization)

SECTION 1: PRIMARY APPLICANT (If Purchaser is different than Primary Applicant, include Purchaser's information in Section 8)

First Name	MI	Last Name	Suffix

**** Social Security Number	Date of Birth (MM/DD/YYYY)	Age *	☐ Male ☐ Female	Within the past 6 months, have you used tobacco 4 or more times per week on average? ☐ Yes ☐ No

Marital Status ☐ Single/Divorced/Widow ☐ Married ☐ Other ________________ | Are you a US citizen or US national? ☐ Yes ☐ No

Race (optional- check only one) ☐ White ☐ Black/African American ☐ Hispanic/Latino ☐ American Indian/Alaska American ☐ Asian Indian ☐ Chinese ☐ Filipino ☐ Japanese ☐ Korean ☐ Vietnamese ☐ Other Asian ☐ Native Hawaiian ☐ Guamanian/Chamorro ☐ Samoan ☐ Pacific Islander ☐ Other

Residential Address	Apt	City	State	Zip	County
Mailing Address (If different than above)	Apt	City	State	Zip	County

Primary Phone ☐ Cell ☐ Landline | Secondary Phone ☐ Cell ☐ Landline

Email Address | Preferred Contact Method ☐ Email ☐ Mail

Primary Language:
☐ English ☐ Spanish ☐ Other (Please Specify): ______________________

*** Apply for Dental Coverage? ☐ Yes ☐ No

Do you have a disability affecting your ability to communicate or read? ☐ Yes ☐ No
If yes, please explain ____________________________________

SECTION 2: DEPENDENT INFORMATION

DEPENDENT

First Name	MI	Last Name	Suffix

**** Social Security Number	Date of Birth (MM/DD/YYYY)	Age *	Relationship ☐ Spouse ☐ Child	☐ Male ☐ Female	Tobacco Use** ☐ Yes ☐ No

Are you a US citizen or US national? ☐ Yes ☐ No | *** Apply for Dental Coverage? ☐ Yes ☐ No

DEPENDENT

First Name	MI	Last Name	Suffix

**** Social Security Number	Date of Birth (MM/DD/YYYY)	Age *	Relationship ☐ Spouse ☐ Child	☐ Male ☐ Female	Tobacco Use** ☐ Yes ☐ No

Are you a US citizen or US national? ☐ Yes ☐ No | *** Apply for Dental Coverage? ☐ Yes ☐ No

DEPENDENT

First Name	MI	Last Name	Suffix

**** Social Security Number	Date of Birth (MM/DD/YYYY)	Age *	Relationship ☐ Spouse ☐ Child	☐ Male ☐ Female	Tobacco Use** ☐ Yes ☐ No

Are you a US citizen or US national? ☐ Yes ☐ No | *** Apply for Dental Coverage? ☐ Yes ☐ No

DEPENDENT

First Name	MI	Last Name	Suffix

**** Social Security Number	Date of Birth (MM/DD/YYYY)	Age *	Relationshi ☐ Spouse ☐ Child	☐ Male ☐ Female	Tobacco Use** ☐ Yes ☐ No

Are you a US citizen or US national? ☐ Yes ☐ No | *** Apply for Dental Coverage? ☐ Yes ☐ No

*Age as of Effective date
**Within the past 6 months, have you used tobacco 4 or more times per week on average?
***The Affordable Care Act (ACA) requires us to be reasonably assured that you and each member on this policy have or are seeking coverage for pediatric dental services that are Essential Health Benefits.
****If someone needs help getting a SSN, call [(800)772-1213] or visit socialsecurity.gov. TTY users should call [(800)325-0778].

Primary Applicant's Last Name	Applicant's Social Security Number
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SECTION 3: CHOOSE YOUR COVERAGE

Select [BSW Vital Bronze EPO 001]			

SECTION 4: DENTAL ACKNOWLEDGEMENT

The Affordable Care Act ("ACA") requires us to be reasonably assured that you and each member on this policy have or are seeking coverage for Pediatric Dental Services that are Essential Health Benefits.

To choose Dental coverage for one or all members on policy, choose appropriate boxes on page 2 of application, sections 1 and/or 2.
If **declining** Dental coverage, your signature in section 7 will verify you have obtained coverage for Pediatric Dental Essential Health Benefits (dependents 0-18 years old) through another policy.

Prices for Dental Coverage for each member of policy are:

Ages 0-18 years	[$36.28]/month per member
Ages 19 years and over	[$31.88]/month per member

NOTE: You will receive a separate ID number for Dental Policies. Premium for Dental must be paid separately from Medical.

SECTION 5: REPLACEMENT COVERAGE INFORMATION

Will this insurance replace any current health insurance policy with Baylor Scott & White Health Plan or Baylor Scott & White Insurance Company?
☐ Yes ☐ No

[If you have been covered by BSWIC, or an affiliated company, within the past 12 months and the policy was terminated for nonpayment of premium, you will be required to pay the past due amount and the initial premium for the new coverage before your evidence of coverage will be effective.]

If yes, please provide the policy number(s):	Date Coverage Ends:

SECTION 6: Agent Information (If applicable)

Agent's Certification: I certify that I sent the application to the Applicant(s) for completion, or I personally asked the questions and recorded the answers as given. I further certify that I have no knowledge of any other medical information about the Applicant(s) not contained in this application and that written material explaining the benefits, exclusions and provisions of the Contract was sent to the Applicant(s). I certify that I have delivered the required Outline of Coverage.

Third-Party payments will not be accepted for ACA plans, except those required by Federal guidance. (This would include Employer payments for Employee coverage, Company checks unless Sole Proprietorship, Provider payments and Foundation payments. Payments for family members or Family Trusts are not considered a Third-Party payment.)

Agent's Signature	Date (MM/DD/YYYY)	Agent's NPN
Print Agent's Name	Agent's Phone	

Primary Applicant's Last Name	Applicant's Social Security Number
Agent Name	Agent NPN

SECTION 7: CERTIFICATION

I understand the initial monthly premium payment must be paid in advance prior to the issuance of a policy. BSWIC will not approve or deny my application on any basis which is prohibited by law. If declining Pediatric Dental coverage (on page 2, sections 1 and/or 2), I understand I must obtain coverage for Pediatric Dental Essential Health Benefits (dependents 0-18 years old) through another policy. I hereby certify that to the best of my knowledge the answers given here are current, truthful and complete. A photographic copy of this authorization shall be valid as the original.

Third-Party payments will not be accepted for ACA plans, except those required by Federal guidance. (This would include Employer payments for Employee coverage, Company checks unless Sole Proprietorship, Provider payments and Foundation payments. Payments for family members or Family Trusts are not considered a Third-Party payment.)

[☐ I HAVE READ AND ACCEPT THE BELOW AGREEMENT

You understand that Policy and other required documents, notices, and communications may be mailed or transmitted electronically. By checking this box You are consenting to the electronic delivery of certain communications. If the box is not selected You will receive paper communications. Consent may be withdrawn at any time by submitting a written request to BSWIC and paper documents will be provided.**]**

Primary Applicant's Signature (or Parent/Guardian if Child Only Policy) X	Date (MM/DD/YYYY)
Spouse's Signature X	Date (MM/DD/YYYY)
Dependent's Signature (Only if 18 or over and to be insured) X	Date (MM/DD/YYYY)
Dependent's Signature (Only if 18 or over and to be insured) X	Date (MM/DD/YYYY)
Dependent's Signature (Only if 18 or over and to be insured) X	Date (MM/DD/YYYY)

Baylor Scott & White Insurance Company

Primary Applicant's Last Name	Applicant's Social Security Number
Agent Name	Agent NPN

SECTION 8: BILLING INFORMATION

Purchaser's Information (If different than Primary Applicant)

First Name	MI	Last Name	Suffix

Relationship to Applicant	Mailing Address	City	State	Zip

Signature	Date

Third-Party payments will not be accepted for ACA plans, except those required by Federal guidance. (This would include Employer payments for Employee coverage, Company checks unless Sole Proprietorship, Provider payments and Foundation payments. Payments for family members or Family Trusts are not considered a Third-Party payment.)

INITIAL PAYMENT

Upon receipt of Welcome email and/or letter, you must make a payment by one of the following to initiate your coverage:

- Member portal located at [MyBSWHealth.com]
- e-PAY [(844)722-6252]
- Mail check to: [BSWIC, PO Box 846035, Dallas, TX 75284-6035]
- Contact Customer Service at [(800)321-7947]

Important: If initial payment by Credit/Debit Card is electronically declined, policy will not be issued. If an ongoing ACH bank draft payment is electronically declined, your policy will be terminated back to the first of the month in which the draft was declined. A new application will be required to obtain future coverage (pending Special Enrollment Period qualification). Any amount not paid by your financial institution will be assessed a $30 fee.
[If you have been covered by BSWIC, or an affiliated company, within the past 12 months and the policy was terminated for nonpayment of premium, you will be required to pay the past due amount and the initial premium for the new coverage before your policy will be effective.]

ONGOING PAYMENTS (MUST COMPLETE)

- ☐ Automatic Bank Draft (complete EFT information below)
- ☐ Monthly Billing Statement (paper)
- ☐ Pay Online at [MyBSWHealth.com] (requires registration in member portal)

AUTOMATIC BANK DRAFT (First month's initial premium MUST be made manually. Bank Draft will go into effect Second month)

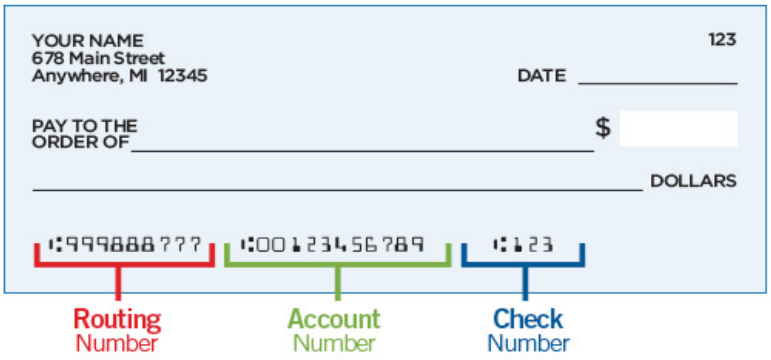
- ☐ Checking
- ☐ Savings

Name of Bank

Routing Number

Account Number

Name on Account



Authorized Signature for Account	Date

Terms of Agreement: My account at the institution named above has sufficient funds to pay all debits and charge credits. BSWIC shall initiate electronic debit, charge, or credit entries to pay premiums/charges for authorized policy, and the entries are my transaction receipt. I understand that by electing Automatic Bank Draft and with my signature in ONGOING PAYMENT section above, I am accepting the terms of the ONGOING PAYMENT Agreement. **NOTE: BSWIC will not process Auto Bank Draft until month following receipt of the initial premium payment to initiate coverage.**

Baylor Scott & White Insurance Company

Post Enrollment Instructions

Welcome to Baylor Scott & White Insurance Company. Please keep this page to use as a reference guide for your application process. Thank you for applying. We look forward to servicing your health care needs.

SECTION 9: NEXT STEPS	
1	If applying for Open Enrollment, proceed to Step 3 below:
2	If applying for Special Enrollment: **Please send all SEP supporting documents to: [swhpelectronicenrollment@bswhealth.org] or fax to [254-298-3199]. Applications submitted for Special Enrollment Period will not be processed without supporting documentation.**
3	Wait approximately 5-7 business days to receive a response via email and/or letter from BSWIC, giving instructions for making the initial premium payment.
4	To make **initial** payment: • Login to member portal at [MyBSWHealth.com] (If you do not have your member number yet, you can search by Social Security Number and date of birth) • Call e-PAY line at [(844)722-6252] • Mail check to: [BSWIC, PO Box 846035, Dallas, TX 75284-6035] • Contact Customer Service at [(800)321-7947]
5	After initial payment is made, the payment takes [24-48 hours] to post to your account. Once payment is posted, your **ID Card** will generate and be mailed to you. Please allow [7-10 days] after payment has posted to receive your **ID Card** by mail. You can also print a temporary card from your member portal once payment has posted. Check ID Card to make sure all insured members are listed on card.

IMPORTANT INFORMATION	
Customer Service	[(800)321-7947]
Member Portal	[MyBSWHealth.com] Need Social Security Number **OR** Member ID Number & Date of Birth to register Secure messaging can be sent through your member portal to departments and receive quick responses.
Contract ID # vs Member ID #	Contract ID # is first 9 digits of Member ID # (Example: *Contract # is 123456789)* Member ID # is 11 digits *(Example: Member # 12345678900)* Each member on the contract will have sequential numbering as the suffix: *(Example: -00, -01, -02, -03 for Contract holder plus 3 dependents)*
Dental	Member will have a separate Dental ID # if dental coverage was chosen, and the dental premium must be paid separate from the medical premium. Member will not receive a Dental ID Card. Dental offices will verify benefits with the contract holder's Social Security Number. **Locate Dental Provider:** [https://metlocator.metlife.com/metlocator/execute/Search] (PDP Plus Network Provider)
Note regarding the cancellation of existing coverage: It is best that applicant does not cancel any coverage until receiving confirmation of acceptance from BSWIC.	

(Attach Agent Business Card Here)

AGENT'S INFORMATION
Print Agent's Name
Agent's Phone