



CHARTER HEALTH PLAN

A big idea for small business

HOW TO APPLY FOR EMPLOYEE COVERAGE

To become a Charter Health Plan member, all required documents must be complete and concise. Before completing the necessary forms it is a good idea to have the following information available for you and your dependents, if applicable:

- Your Social Security Number (SSN)
- Your current height and weight
- The name of the Primary Care Physician (PCP) you have chosen. Your employer should have the current list of the approved Charter Health Plan providers for you to review or you can also refer to the Charter Health Plan web site at www.smhcharterplan.com
- If you currently have insurance or have had health insurance in the past 6 months, you will need the name of the insurance carrier and policy number. This will also apply to any dependents you are planning to enroll in the Plan. Please attach any credible coverage documents you may have from your previous insurer.
- A list of current prescription medications

The following documents must be in place to facilitate your membership in the Plan:

Employee Application form

- All sections must be complete for both you and your dependents.
- All appropriate sections and lines must be initialed, signed and dated.*

****PLEASE NOTE: Submitted applications that have been dated over 60 days before the effective date will not be accepted.***

Health Questionnaire form

- All sections must be complete.
- All appropriate sections and lines must be initialed, signed and dated.
- If you or your dependent(s) have pre-existing conditions, all information must be completed, including the treating physician and treatment type(s).^

^PLEASE BE AWARE: If you make any material false statement, misrepresentation or omission on this form, which changes the risk assumed by this Plan, you may lose Charter Health Plan coverage. Any person who knowingly and with intent to injure, defraud, or deceive any insurer, files a statement of claim or application containing any false, incomplete or misleading information is guilty of a felony of the third degree (under Florida Law Chapter 95-340).

Photos

- Each Charter Health Plan member must have a photo taken to receive an identification card (ID). Exception: children under the age of 5 years.
- The Charter Health Plan agent will coordinate the taking of photos for you and your family members.
- No ID card will be issued to you until a photo is on file.

If you have any questions regarding the enrollment forms, contact your Charter Health Plan agent for assistance.