

INSTRUCTIONS

Please read these special notes carefully since incorrect or incomplete enrollment information could result in denial or improper payment of your claims. Complete each section according to the instructions explained below and sign the bottom of the form when you are sure that the information is complete and accurate. Incomplete forms will be returned.

EMPLOYER SECTION:

- (1) Print the full name of your employer, or the name of the group through which you are enrolling for benefits.
- (2) Indicate the Green Shield #, Client Code and Billing Division/Group #. These numbers are used for identification purposes and the absence of these numbers may result in the Enrollment/Change Form not being processed.

Note: *If this is for a new Subscriber, the Green Shield # will not yet be assigned and therefore this field can be left blank.*

TRANSACTION TYPE SECTION:

This section identifies the type of transaction being processed on this form.

- (1) Select the appropriate transaction type.
- (2) Indicate the date the transaction is effective.

Note: *The date required varies between transaction types so please refer to the note which appears in brackets beside each transaction type.*

SUBSCRIBER INFORMATION SECTION:

- (1) This section contains all pertinent information relating to the Subscriber.
- (2) All fields must be completed (SIN # and Alternate ID # fields are optional).
- (3) Please note that for efficient processing of claims, Green Shield requires the legal first name of the Subscriber, along with the preferred first name. This will ensure claims are processed if either of the names are used. For example, if the only name on file is Robert, and a pharmacy submits a claim for Bob, the claim may be denied.
- (4) Include the entire mailing address, including postal code.

DEPENDENT INFORMATION SECTION:

This section is used to record the information on all dependents covered under the Subscriber's benefit plan. Please provide the applicable information, beginning with the spouse. The children are then listed in order by birthdate, from the oldest child to the youngest child.

Note: *Please provide the legal first name and preferred first name of the dependant. (See #4 in Subscriber Information Section.)*

CO-ORDINATION OF BENEFITS SECTION:

If your family members have other benefit coverage, it will be co-ordinated according to industry standards. If this Green Shield coverage is SECONDARY for your spouse and/or children, place an "S" in the applicable box.

Spouse - Place an "S" if your spouse has other coverage.

Children - Place an "S" if the birthday of the "Subscriber" falls later in the year (month and day) than the birth date of the spouse who also provides coverage for the children.

Separation or Divorce - Children may qualify as dependents of several adults related to them either naturally or through marriage. In situations of separation or divorce, the following order applies when determining which of the adults are responsible for the coverage of the children:

- (1) the plan of the parent with custody of the child
- (2) the plan of the spouse of the parent with custody of the child
- (3) the plan of the parent not having custody of the child
- (4) the plan of the spouse of the parent in (3) above.

Place an "S" if there is another adult who ranks higher than you based on the list above in the applicable box.

COVERAGE INFORMATION SECTION: (to be completed by Employer)

- (1) If all coverage is being offered to the Subscriber, tick off yes.
- (2) If only certain coverages are being offered, tick no and indicate below which coverages the Subscriber will be receiving, including the family status (single, couple, family) and the effective date (first day of coverage).
- (3) If the Subscriber is waiving their right to any of the available coverages, mark the column with an "x" beside the applicable coverage.

SIGNATURE SECTION:

This section must be signed by the Subscriber and Employer.