

APPLICATION CHECKLIST

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Importance of Fully Completing Your Application

Please carefully review your application before submitting it. Incomplete enrollment forms may delay the effective date of your coverage by several weeks.

Please refer to this checklist before you mail your application to Blue Cross of California.

Be sure that:

- all health history questions are answered completely. If you answered yes to any of the health history questions, please provide complete details:
 - ▶ Whether or not you are still under treatment; date treatment ended
 - ▶ Names and dosages of any medications
 - ▶ Complete name and address of your doctor
- your height, weight, age, and/or birthday information is included.
- your complete residential address, including ZIP code, is included.
A P.O. box is not acceptable as a residential address.
- your spouse's and/or dependent's social security number(s) are included.
- if you have changed any responses, you have also given an explanation and initialed the change.
- dependents age 18 and older have signed and dated the application.
- if you selected an HMO plan, you also selected a PMG/IPA .
- your Blue Cross of California agent's number is included.
- the agent certification is completed.
- you have provided requested current insurance information, including the name of your current carrier.
- you have completed the Exceptions to Standard Enrollment form if necessary.
- you have correctly dated the application. A post-dated application or one over 30 days old may cause the application to be returned.
- you have completed the application in dark blue or black ink.
- your premium payment is included (check, credit card information or checking account deduction authorization). Checks must be dated and not over six months old.
- if paying by check, there is a separate premium check included with each application submitted.
- all** sections of the application are complete.

Applying On-line

For your convenience, you may be able to apply on-line. Please check with your agent if you are interested in this option.