

2022 Washington Individual & Family Change Form



This form is for **current Providence Health Plan Individual & Family Policyholders**. Changes to your Providence Health Plan coverage can **only** be requested by the Policyholder. To complete an application for new enrollment, please visit ProvidenceHealthPlan.com or call our Sales team at **503-574-5000** or **1-800-988-0088 (TTY: 711)**.

To fill out a Change Form online, visit ProvidenceHealthPlan.com/members/member-forms-and-notice.

Requesting changes to my policy.

Keep in mind that some changes require a Qualifying Event. Experiencing a Qualifying Event grants you a 60-day Special Enrollment Period (SEP) to make changes to your policy by submitting this Change Form. You may also use this form to report or correct your policy information without experiencing a Qualifying Event. Please see the “Make Changes to Your Plan” section for a list of Qualifying Events to determine if the change you want requires one.

When will my change(s) go into effect?

This form is for changes effective January 1, 2022 through December 31, 2022. For all Qualifying Events and changes, coverage will be effective the first day of the month following the receipt of your completed Change Form as long as we receive your form **within 60 days** of the Qualifying Event.

Please refer to the example effective dates table below.

DATE WE RECEIVE YOUR CHANGE FORM:	EFFECTIVE DATE OF CHANGE:
March 1 - 31	Your change will be effective April 1 .
April 1 - 30	Your change will be effective May 1 .

Please note: If you have an active recurring payment arrangement with Providence Health Plan, any changes to your premium rate may not update prior to the 1st of the month when recurring payments are processed. If your request results in a lower premium, your account will be credited on your next month’s invoice. If your request results in a higher premium, Providence Health Plan will bill you for the additional amount.

Termination of your medical coverage will be effective on the last day of the monthly period through which your premium was paid at the time this form is received.

If the Qualifying Event is birth, adoption, placement for adoption or foster care of a child, or a court order, coverage will be effective from the date of the event. If you would instead prefer a prospective (coverage) effective date based on the table above, please clearly indicate this on your form.

Please review the form to check that you’ve finished filling out all the required sections. If this form is incomplete for any reason—if it’s missing Policyholder information, a valid signature, Qualifying Event, etc.—or if additional information is required, this may delay or void your requested changes. Your Change Form will expire **60 days after** the signature date.

Policyholder Information

This section needs to be completed for all plan change and cancellation requests. If this information is incomplete, your Change Form may be returned, causing a delay.

LAST FIRST MI BIRTHDATE (MM/DD/YYYY)

SUBSCRIBER ID (11 DIGITS) SOCIAL SECURITY NUMBER Male Female

PHYSICAL ADDRESS (NO P.O. BOX OR RETAIL/BUSINESS ADDRESSES) This is a new address

CITY COUNTY STATE ZIP CODE

MAILING ADDRESS (IF DIFFERENT FROM PHYSICAL ADDRESS) This is a new address

CITY COUNTY STATE ZIP CODE

HOME/CELL PHONE OTHER PHONE (OPTIONAL) EMAIL ADDRESS

Have you used any tobacco products in the last 6 months? Yes No
(Tobacco use is defined as an average of at least four times a week, except for religious or ceremonial purposes.)

Option 1: Cancellation

Complete this section only if you want to cancel your Individual & Family Plan coverage.

I want to cancel my Individual & Family Plan coverage.
Checking this box will end the health insurance coverage for all enrolled members on your plan. Termination of your medical coverage will be effective on the last day of the monthly period through which premium was paid at the time this form is received.
Sign, date, and submit only this page to complete your request to cancel your coverage.

Signature is considered valid only if it is handwritten (“wet”) or e-signed.
A copy of legal guardianship or power of attorney must accompany this form if not signed by the Policyholder.

SIGNATURE OF POLICYHOLDER (REQUIRED) TODAY'S DATE (REQUIRED)

Option 2: Make changes to your 2022 plan

Select one or more changes you want to make to your plan.

I want to make the following change(s) that don't require a Qualifying Event:

Remove dependent(s) Change my address after moving within the same service area:
 Report changes or corrections to a member's personal information (i.e., name, birthdate, tobacco status, etc.) _____
DATE OF MOVE (REQUIRED)

I want to make changes after having experienced a Qualifying Event:

If you only have changes that DO NOT require a Qualifying Event, continue to “Change information for dependents.”

Change my medical plan Add dependent(s) Change my address after moving to a new service area

Date of Qualifying Event:

Name of family member who experienced the Qualifying Event:

____/____/____

Select the Qualifying Event:

- | | |
|--|---|
| <input type="checkbox"/> Involuntary loss of individual or group coverage except for failure to pay the premium | <input type="checkbox"/> Loss of Advance Premium Tax Credit (APTC) or Cost Sharing Reductions (CSR), or cessation of employer contribution to COBRA |
| <input type="checkbox"/> Marriage or state registered domestic partnership* | <input type="checkbox"/> Newly eligible for a state- or federally-sponsored premium assistance program |
| <input type="checkbox"/> Birth, adoption, placement for adoption or foster care of a child | <input type="checkbox"/> Newly gains access to an individual coverage HRA (ICHRA) or is newly provided a qualified small employer health reimbursement arrangement (QSEHRA) |
| <input type="checkbox"/> Qualified Medical Child Support Order (QMCSO) or acquisition of legal guardianship | <input type="checkbox"/> Survivor of domestic abuse/violence or spousal abandonment and wants to enroll in a health plan separate from the abuser or abandoner |
| <input type="checkbox"/> Permanent move to a new Providence Health Plan service area that offers different health plan options | <input type="checkbox"/> Denial of Medicaid or CHIP eligibility determined after open enrollment ended or more than 60 days after a qualifying event or untimely notification of a qualifying event |
| <input type="checkbox"/> Loss of coverage as a dependent due to age | |
| <input type="checkbox"/> Loss of coverage due to end of marriage or state-registered domestic partnership* | |
| <input type="checkbox"/> Involuntary loss of Medicaid or CHIP coverage | |

Providence Health Plan must receive your completed Change Form and required documentation **within 60 days** of your Qualifying Event. Refer to ProvidenceHealthPlan.com/qe for additional information regarding Special Enrollment Periods (SEPs).

*"State registered domestic partners" means two adults who meet the requirements for a valid state registered domestic partnership as established by RCW 26.60.030 and who have been issued a certificate of state registered domestic partnership by the secretary.

Choose a new medical plan:

Changing your medical plan outside of Open Enrollment requires a Qualifying Event. To make the following changes to your medical plan, check one box below. If there are no changes, leave this section blank.

You can learn more about each of the medical plans listed here by reading their corresponding Summary of Benefits and Coverage (SBC) materials at ProvidenceHealthPlan.com/sbc.

Applicable Counties

Network

Medical Plan (Check One)

Benton, Clark, Franklin,
Spokane, Thurston, Walla Walla

Choice

- Columbia 1500 Gold
 Columbia 4500 Silver
 Columbia 8700 Bronze

You'll need to choose a Medical Home and a Primary Care Provider (PCP) upon enrollment. To choose from a list of available Medical Homes, PCPs and doctors in your area, visit ProvidenceHealthPlan.com/findaprovider.

Pediatric Dental Disclaimer: Our medical plans DO NOT include pediatric dental coverage. Under the health care reform law (the Affordable Care Act or ACA), if you purchase one of these plans outside of the Exchange, we must have reasonable assurance that you have obtained separate pediatric dental coverage through an Exchange-certified pediatric dental plan. This requirement applies whether you obtain coverage for children or adults. Exchange-certified pediatric dental plans can be found through the Washington Health Benefit Exchange at WaHealthPlanFinder.org.

Change information for dependents:

Only changes reflected on this form will be updated on your plan. If you are not making any changes, leave this page blank. Adding a dependent outside of Open Enrollment requires a Qualifying Event. Make sure you use full, legal names. For all plans, dependent children need to be age 25 or younger as of their effective date. If you have additional family members to be enrolled, please include them on a separate sheet with this Change Form. **If any dependents don't reside at the Policyholder's physical address, you need to provide their address below.**

1 CHECK ONE:

Add _____
 LAST NAME FIRST NAME MI

Remove

Update _____
 BIRTHDATE SSN

SEX: M F LIVES WITH POLICYHOLDER? Yes No RELATION TO YOU* _____
 USES TOBACCO?** Yes No

2 CHECK ONE:

Add _____
 LAST NAME FIRST NAME MI

Remove

Update _____
 BIRTHDATE SSN

SEX: M F LIVES WITH POLICYHOLDER? Yes No RELATION TO YOU* _____
 USES TOBACCO?** Yes No

3 CHECK ONE:

Add _____
 LAST NAME FIRST NAME MI

Remove

Update _____
 BIRTHDATE SSN

SEX: M F LIVES WITH POLICYHOLDER? Yes No RELATION TO YOU* _____
 USES TOBACCO?** Yes No

4 CHECK ONE:

Add _____
 LAST NAME FIRST NAME MI

Remove

Update _____
 BIRTHDATE SSN

SEX: M F LIVES WITH POLICYHOLDER? Yes No RELATION TO YOU* _____
 USES TOBACCO?** Yes No

*"State registered domestic partners" means two adults who meet the requirements for a valid state registered domestic partnership as established by RCW 26.60.030 and who have been issued a certificate of state registered domestic partnership by the secretary.

**Tobacco use is defined as an average of at least four times per week, except for religious or ceremonial purposes.

Dependent(s) physical address: (if different from Policyholder)

1

DEPENDENT'S LAST NAME DEPENDENT'S FIRST NAME MI

DEPENDENT'S PHYSICAL ADDRESS APARTMENT/UNIT NUMBER

CITY STATE ZIP COUNTY

2

DEPENDENT'S LAST NAME DEPENDENT'S FIRST NAME MI

DEPENDENT'S PHYSICAL ADDRESS APARTMENT/UNIT NUMBER

CITY STATE ZIP COUNTY

Read, Sign & Submit

Certification of Completion and Correctness

I affirm that I am requesting a change in coverage for myself and/or my enrolled family dependents and that the answers given in this Change Form are complete and correct. I am providing these answers as part of the procedure required by Providence Health Plan to request a change in my insurance coverage. I understand and agree that no change in coverage shall be in force until the effective date determined by Providence Health Plan and that Providence Health Plan may contact me to clarify this request.

As a member, I understand I have the right to inspect the information in my file. I understand that I can visit ProvidenceHealthPlan.com to educate myself about Providence Health Plan's privacy practices. I understand that I can get a copy of Providence Health Plan's Notice of Privacy Practices by going to ProvidenceHealthPlan.com/notice-of-privacy-practice or by calling Customer Service at 503-574-7500 or 800-878-4445 (TTY: 711), 8 a.m. to 5 p.m. (Pacific Time) Monday through Friday.

Signature

1. I understand that this is an individual health insurance contract. I verify that neither my employer nor any third party will be paying the premium on this policy except as permitted by state or federal regulation.
2. I understand that it is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.
3. I am the parent or legal guardian of all dependent children listed on this Change Form.
4. I verify that the physical address I provided on this Change Form for myself is accurate, as well as any other address provided by me for any dependents.
5. I understand that I must update my information with Providence Health Plan if anything changes.
6. I verify that any newly enrolled dependent(s) are not entitled to Medicare Part A and/or enrolled in Medicare Part B. (The federal government does not allow health plans to issue individual coverage that duplicates coverage available through Medicare.)
7. Our Columbia plans DO NOT include pediatric dental coverage. I affirm that I will obtain pediatric dental coverage through a separate Exchange-certified pediatric dental plan, and that I will notify Providence Health Plan if I do not obtain coverage.

By signing, I agree to the above conditions. Policyholder signature and date required.

Signature is considered valid only if it is handwritten ("wet") or e-signed.

A copy of legal guardianship or power of attorney must accompany this form if not signed by the Policyholder.

SIGNATURE OF POLICYHOLDER (REQUIRED)

____/____/_____
TODAY'S DATE (REQUIRED)

PRINT NAME

- Signed by Policyholder for Spouse or State-registered Domestic Partner

SIGNATURE OF SPOUSE OR STATE-REGISTERED DOMESTIC PARTNER (IF APPLICABLE)

Submission Options

Mail completed form to:
Providence Health Plan
P.O. Box 4649
Portland, OR 97208-4649

or Fax completed form to:
503-574-8131

To fill out a Change Form online, visit ProvidenceHealthPlan.com/members/member-forms-and-notice.

Have Questions?

Call Providence Health Plan at 503-574-5791 or 1-888-816-1300 (TTY: 711), 8 a.m. to 5 p.m. (Pacific Time) Monday through Friday.

Race/Ethnicity Questionnaire

The following questions will help us to better serve all communities. These questions are optional.

Which of the following describes your racial or ethnic identity? Please check all that apply.

MEMBER NAME _____

GROUP NAME OR NUMBER _____

Asian

- Asian Indian
- Cambodian
- Chinese
- Communities of Myanmar
- Filipino/a
- Hmong
- Japanese
- Korean
- Laotian
- South Asian
- Vietnamese
- Other Asian

American Indian or Alaska Native

- American Indian
- Alaska Native
- Canadian Inuit, Metis, or First Nation
- Indigenous Mexican, Central American, or South American

Hispanic or Latino/a/x

- Hispanic or Latino/a/x Central American
- Hispanic or Latino/a/x Mexican
- Hispanic or Latino/a/x South American
- Other Hispanic or Latino/a/x

Native Hawaiian or Pacific Islander

- Guamanian or Chamorro
- Marshallese
- Communities of the Micronesian Region
- Native Hawaiian
- Samoan
- Tongan
- Other Pacific Islander

White

- Caucasian/White (no national affiliation)
- Eastern European
- Western European
- Other White (African, Australian, New Zealand descent)
- Slavic

Black or African American

- African American
- Afro-Caribbean
- Ethiopian
- Somali
- Other African (Black)
- Afro-Latinx/Bi-racial/Other
- Other Black

Middle Eastern or North African

- Middle Eastern
- North African

Other

- Other
- Don't know
- Don't want to answer

If you checked more than one category above, is there one you think of as your primary racial or ethnic identity?

- Yes** (please specify): _____
- No:** I do not have just one primary racial or ethnic identity.
- No:** I identify as Biracial or Multiracial.
- N/A:** I only checked one category above.
- N/A:** I don't know.
- N/A:** I don't want to answer.

What is your preferred spoken language?

- English
- Spanish
- Chinese - Other
- Mandarin
- Cantonese
- Vietnamese
- Russian
- German
- French
- Tagalog
- Japanese
- Korean
- Arabic
- Decline/Unknown
- Other

Non-discrimination notice

Providence Health Plan and Providence Health Assurance comply with applicable Federal and Washington state civil rights laws and do not discriminate on the basis of race, color, national origin, age, disability, sex, gender identity or sexual identity. Providence Health Plan and Providence Health Assurance do not exclude people or treat them differently because of race, color, national origin, age, disability, sex, gender identity or sexual orientation.

Providence Health Plan and Providence Health Assurance:

- + Provide free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- + Provide free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you are a Medicare member who needs these services, call **503-574-8000** or **1-800-603-2340**. All other members requiring this service can call **503-574-7500** or **1-800-878-4445 (TTY: 711)**.

If you believe that Providence Health Plan or Providence Health Assurance has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, sex, gender identity or sexual orientation, you can file a grievance with:

Providence Health Plan and Providence Health Assurance

Attn: Ronni Nichuals, Non-discrimination Coordinator

PO Box 4158

Portland, OR 97208-4158

Phone: 503-574-6236

Fax: 503-574-8757

Email: ronni.nichuals@providence.org

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Ronni Nichuals, Providence Health Plan's non-discrimination coordinator is available to help you.

You can also file a civil rights complaint with:

- + The U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services

200 Independence Avenue, SW Room 509F, HHH Building

Washington, D.C. 20201

1-800-368-1019 or **800-537-7697 (TDD)**

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>

- + The Washington State Office of the Insurance Commissioner, electronically through the Office of the Insurance Commissioner Complaint portal available at <https://www.insurance.wa.gov/file-complaint-or-check-your-complaint-status>, or by phone at **800-562-6900** or **360-586-0241 (TDD)**. Complaint forms are available at <https://fortress.wa.gov/oic/online-services/cc/pub/complaintinformation.aspx>



Language Access Information

ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 1-800-603-2340 (TTY: 711).

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-603-2340 (TTY: 711).

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-800-603-2340 (TTY: 711)

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-800-603-2340 (TTY: 711).

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-800-603-2340 (TTY: 711) 번으로 전화해 주십시오.

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-800-603-2340 (телетайп: 711).

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-800-603-2340 (TTY: 711).

УВАГА! Якщо ви розмовляєте українською мовою, ви можете звернутися до безкоштовної служби мовної підтримки. Телефонуйте за номером 1-800-603-2340 (телетайп: 711).

ប្រយ័ត្ន៖ បើសិនជាអ្នកនិយាយភាសាខ្មែរ, សេវាជំនួយផ្នែកភាសា ដោយមិនគិតល្អល គឺអាចមានសំរាប់បម្រើអ្នក។ ចូរ ទូរស័ព្ទ 1-800-603-2340 (TTY: 711)។

注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。1-800-603-2340 (TTY:711) まで、お電話にてご連絡ください。

ማስታወሻ: የሚናገሩት ቋንቋ አማርኛ ከሆነ የትርጉም እርዳታ ድርጅቶች፣ በገጻ ሊያግዝዎት ተዘጋጅተዋል። ወደ ሚስተለው ቁጥር ይደውሉ 1-800-603-2340 (መስማት ለተሳናቸው: 711)።

XIYYEEFFANNAA: Afaan dubbattu Oroomiffa, tajaajila gargaarsa afaanii, kanfaltiidhaan ala, ni argama. Bilbilaa 1-800-603-2340 (TTY: 711).

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 1-800-603-2340 (رقم هاتف الصم والبكم: (TTY: 711).

ਧਿਆਨ ਦਿਓ: ਜੇ ਤੁਸੀਂ ਪੰਜਾਬੀ ਬੋਲਦੇ ਹੋ, ਤਾਂ ਭਾਸ਼ਾ ਵਿੱਚ ਸਹਾਇਤਾ ਸੇਵਾ ਤੁਹਾਡੇ ਲਈ ਮੁਫਤ ਉਪਲਬਧ ਹੈ। 1-800-603-2340 (TTY: 711) 'ਤੇ ਕਾਲ ਕਰੋ।

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-800-603-2340(TTY: 711).

ໂປດລາບ: ຖ້າ ວ່ າ ທ່ ານວ້ າພາສາ ລາວ, ການບົວການວຸ່ ວອຍຫຼື ອັດ ານພາສາ, ໂດຍ ບໍ່ ບໍ່ ຈ່ າ, ຄມ່ ນມພັ ສມໃຫ້ ທ່ ານ. ໂທ 1-800-603-2340(TTY: 711).

ATENȚIE: Dacă vorbiți limba română, vă stau la dispoziție servicii de asistență lingvistică, gratuit. Sunați la 1-800-603-2340(TTY: 711).

ATTENTION: Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-800-603-2340 (ATS: 711).

เรียน: ถ้าคุณพูดภาษาไทยคุณสามารถใช้บริการช่วยเหลือทางภาษาได้ฟรี โทร 1-800-603-2340(TTY: 711)

توجه: اگر به زبان فارسی گفتگو می کنید، تسهیلات زبانی بصورت رایگان برای شما فراهم می باشد. با 1-800-603-2340 (TTY: 711) تماس بگیرید.