

# 2025 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/Shop** or call our Sales team at **503-574-5000** or **800-988-0088 (TTY: 711)**.

To fill out and submit a change form online, visit ProvidenceHealthPlan.com/INDChange2025.

#### 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 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, 2025 through December 31, 2025. 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 <b>April 1</b> .
April 1 - 30	Your change will be effective <b>May 1</b> .

**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 when your recurring payment is 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 by the Policyholder, 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 NAME		FIRST NAME		MI
	_		/	/
SUBSCRIBER ID NUMBER		SOCIAL SECURITY NUMBER	DATE OF B	IRTH (MM/DD/YYYY
GENDER: Male	Female 0th	ner		
HOW DO YOU IDENTIFY? (Th	iese fields are opt	onal. Your response will help us to better ser	ve all communities.)	
Male Female	Non-binary	Transgender Male Transgender Fe		answer
			— This is a	new address
PHYSICAL ADDRESS (NO P.O	. BOX OR RETAIL	/BUSINESS ADDRESSES)		
CITY		OUNTY	STATE	ZIP CODE
			This is a	new address
MAILING ADDRESS (IF DIFFE	RENI FROM PHY	SICAL ADDRESS)		
CITY		OUNTY	STATE	ZIP CODE
HOME/CELL PHONE		THER PHONE (OPTIONAL) EMAIL ADDF	 RESS	
Option 1: Cand	an average of a	t least four times a week, except for re		
Complete this section (	Jilly II you wa	nt to cancer your murvidual & Fair	illy Flatt Coverage	<b>:</b> .
Checking this box will	end the health i will be effective	nsurance coverage for all enrolled me re on the last day of the monthly period		
Sign, date, and sub	mit only this	page to complete your request to	o cancel your cov	verage.
_	-	is handwritten ("wet") or e-signed. of attorney must accompany this form	n if not signed by th	e Policyholder.
			/_	/
SIGNATURE OF POLICYHOL	DER, LEGAL GUA	RDIAN OR POWER OF ATTORNEY	TODAY'S D	ATE (MM/DD/YYYY)

## Option 2: Make changes to your 2025 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:				
Rep	nove dependent(s)  oort changes or corrections to a member's sonal information (i.e., name, birthdate, acco status, etc.)		Change my address after moving within the same service area: /	
-	only have changes that DO NOT require a 0 Dependents" on page 4.	Qual	ifying Event, continue to "Change Information	
Cha	to make changes after having expenses and the make changes after having expenses and the make changes after having expenses and the make changes after having expenses after hav		nced a Qualifying Event:  experienced the Qualifying Event:	
	Involuntary loss of individual or group coverage except for failure to pay the premium  Marriage or state registered domestic partnership*  Birth, adoption, placement for adoption or foster care of a child  Qualified Medical Child Support  Order (QMCSO) or acquisition of legal guardianship  Permanent move to a new Providence Health Plan service area that offers different health plan options		Loss of coverage due to end of marriage or state registered domestic partnership Involuntary loss of Medicaid or CHIP coverage Newly eligible for a state- or federally-sponsored premium assistance program Loss of Advance Premium Tax Credit (APTC), Cost Sharing Reductions (CSR), or cessation of employer contribution to COBRA Newly gains access to an individual coverage HRA (ICHRA) or is newly provided a qualified small employer health reimbursement arrangement (QSEHRA) Survivor of domestic abuse/violence or spousal	
	Loss of coverage as a dependent due to age		andonment and wants to enroll in a health an separate from the abuser or abandoner	

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.

PIC-WA 0125 IND PLN CHG SEP FORM

<sup>\*&</sup>quot;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 <u>one</u> box below. If there are no changes, leave this section blank.

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

Benton, Clark, Franklin, Spokane, Thurston, Walla Walla  Choice  Columbia 1500 Gold  Columbia 5000 Silver  Columbia 8900 Bronze	Applicable Counties	Network	Medical Plan (Check One)
	·	Choice	Columbia 5000 Silver

You'll need to choose a Medical Home and a Primary Care Provider (PCP) after you enroll. Find an in-network provider at **ProvidenceHealthPlan.com/FindAProvider**.

PIC-WA 0125 IND PLN CHG SEP FORM

#### **Change Information for My 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 must be age 25 or younger as of their effective date.

1			/ /
CHECK ONE:	LAST NAME	FIRST NAME	MI DATE OF BIRTH
			— GENDER: M F Other
Remove	RELATIONSHIP*	SOCIAL SECURITY #	USES TOBACCO?** Yes No
Update	Male Female	Non-binary	USES TUBACCO: LES LES NO
HOW DO YOU IDEN	NTIFY?*** Transgender Male	Transgender Female	Decline to answer
LIVES WITH POLI	CYHOLDER? Yes No	If no, include the depender	nt's physical address below
DEPENDENT'S PL	HYSICAL ADDRESS		RTMENT/UNIT NUMBER
DEI ENDENT STI	TIGIOAL ADDICESS	ALAN	KITIENT/ONIT NOTIBER
CITY	STATE	ZIP	COUNTY
2 CHECK ONE:			/ /
Add	LAST NAME	FIRST NAME	MI DATE OF BIRTH
Remove			— GENDER: M F Other
	RELATIONSHIP*	SOCIAL SECURITY #	USES TOBACCO?** Yes No
Update	Male Female	Non-binary	USES TUBACCO: Les Line
HOW DO YOU IDEN	NTIFY?*** Transgender Male	Transgender Female	Decline to answer
LIVES WITH POLI	CYHOLDER? Yes No	If no, include the depender	nt's physical address below
DEPENDENT'S PH	HYSICAL ADDRESS		RTMENT/UNIT NUMBER
CITY	STATE	ZIP	COUNTY
			, ,
3 CHECK ONE:	LAST NAME	FIRST NAME	
Add	LAST NATIL	= =	
Remove	RELATIONSHIP*	SOCIAL SECURITY #	— GENDER: M F Other
Update	□ Mult. □ Famala	Man Linana	USES TOBACCO?** Yes No
HOW DO YOU IDEN	Male Female  NTIFY?***  Transgender Male	Non-binary Transgender Female	Decline to answer
LIVES WITH POLI			nt's physical address below
DEPENDENT'S PH	HYSICAL ADDRESS	APAR	RTMENT/UNIT NUMBER
CITY		ZIP	COUNTY

<sup>\*&</sup>quot;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.

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

<sup>\*\*\*</sup>These fields are optional. Your response will help us to better serve all communities.

#### **Change Information for My Dependents Continued**

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 must 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.

/			/ /
4 CHECK ONE:	LAST NAME	FIRST NAME	MI DATE OF BIRTH
Remove			— GENDER: M F Other
Update	RELATIONSHIP*	SOCIAL SECURITY #	USESTOBACCO?** Yes No
HOW DO YOU IDEN	Male Female	Non-binary	
	Iransgender Male	Transgender Female	Decline to answer
LIVES WITH POLI	CYHOLDER? Yes No	If no, include the depender	nt's physical address below
DEPENDENT'S PH	HYSICAL ADDRESS	APAR	TMENT/UNIT NUMBER
CITY	STATE	ZIP	COUNTY
5 CHECK ONE:			/ /
Add	LAST NAME	FIRST NAME	MI DATE OF BIRTH
Remove	RELATIONSHIP*	SOCIAL SECURITY #	— GENDER: M F Other
Update	RELATIONSHIP	SUCIAL SECURITY #	USESTOBACCO?** Yes No
HOW DO YOU IDEN	Male Female	Non-binary	
	Transgender Male	Transgender Female	Decline to answer
LIVES WITH POLI	CYHOLDER? Yes No	if no, include the depender	nt's physical address below
DEPENDENT'S PH	HYSICAL ADDRESS	APAR	TMENT/UNIT NUMBER
CITY	STATE	ZIP	COUNTY
6 CHECK ONE:			/ /
Add	LAST NAME	FIRST NAME	MI DATE OF BIRTH
Remove	DEL ATIONOLUP*		— GENDER: ☐ M ☐ F ☐ Other
Update	RELATIONSHIP*	SOCIAL SECURITY #	USESTOBACCO?** Yes No
HOW DO YOU IDEN	Male Female	Non-binary	
	Transgender Male	Transgender Female	Decline to answer
LIVES WITH POLI	CYHOLDER? Yes No	ıτ πο, include the depender	nt's physical address below
DEPENDENT'S PH	HYSICAL ADDRESS	APAR	TMENT/UNIT NUMBER
CITY		ZIP	COUNTY

<sup>\*&</sup>quot;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.

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

<sup>\*\*\*</sup>These fields are optional. Your response will help us to better serve all communities.

### 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/NOPP** 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**

- I understand that this is an Individual & Family health insurance plan. 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 an Individual & Family health insurance plan that duplicates coverage available through Medicare.)
- 7. Providence Columbia plans DO NOT include pediatric dental coverage. I affirm that I will obtain pediatric dental coverage, for dependents under age 19, through a separate Exchange-certified pediatric dental plan, and that I will notify Providence Health Plan if I do not obtain coverage. I understand that if I do not obtain pediatric dental coverage, Providence Health Plan will discontinue my or any of my enrolled dependents health benefits until reasonable assurance is obtained.

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 quardianship or power of attorney must accompany this form if not signed by the Policyholder.

Troop, or logal gaal alanomp of point	or accountly index decempany time forming	/ /
SIGNATURE OF POLICYHOLDER, LEGAL	TODAY'S DATE (MM/DD/YYYY)	
PRINT NAME		
Signed by Policyholder for Spouse or Domestic Partner	SIGNATURE OF SPOUSE OR DOMESTIC PAR	RTNER (IF APPLICABLE)

#### **Submission Options**

Return completed form electronically:

Log in to your myProvidence account and send us a secure message with a copy of your completed change form attached.

**Mail completed form to:** Providence Health Plan P.O. Box 4649

Portland, OR 97208-4649

Fax completed form to: 503-574-8131

## Race/Ethnicity Questionnaire



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

which of the following describes you	ur racial or ethnic identity? Plea	ise cneck all that apply.
Hispanic and 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	American Indian or Alaska Native  American Indian Alaska Native Canadian Inuit, Metis, or First Nation Indigenous Mexican, Central American, or South American  White Caucasian/White (no national affiliation) Eastern European/Slavic Western European Other White (African, Australian, New Zealand descent)	Black or African American African American Afro-Caribbean Ethiopian Somali Other African (Black) Afro-Latinx/Bi-racial/Othe Other Black  Asian Asian Indian Cambodian Chinese Communities of Myanmar Filipino/a Hmong Japanese
Other Pacific Islander  Other  Other	Middle Eastern or North African	Korean Laotian
I don't know.  I don't want to answer.	<ul><li>Middle Eastern</li><li>North African</li></ul>	<ul><li>South Asian</li><li>Vietnamese</li><li>Other Asian</li></ul>
If you checked more than one categor ethnic identity?	ory above, is there one you think	k of as your primary racial
Yes (please specify):		
<ul><li>No: I do not have just one primary ethnic identity.</li><li>No: I identify as Biracial or Multir</li></ul>	N/A: I don't k	necked one category above. now. vant to answer.
What is your preferred spoken langu	age?	
☐ English ☐ Cantone   ☐ Spanish ☐ Vietnam   ☐ Chinese - Other ☐ Russian   ☐ Mandarin ☐ German	nese 🔲 Tagalog 🔲 Japanese	<ul><li>Arabic</li><li>Decline/Unknown</li><li>Other</li></ul>
What is your preferred written langu	age?	
☐ English ☐ Vietnam   ☐ Spanish ☐ Simplif	nese Russian ied Chinese Other	N/A: I don't know. N/A: I don't want to answer.



## Non-discrimination Statement

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

#### **Providence Health Plan:**

Provides 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)
  Provides free language services to people whose primary language is not English, such as:
- Qualified interpreters
- Information written in other languages

If you need these services, contact the Health Equity department at **phpcivilrightscoordinator@providence.org**.

If you believe that PHP 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:

Ronni Nichuals, Program Manager, Health Equity

PO Box 4158 Portland, OR 97208-4158

Phone: 1-800-878-4445 (TTY 711), Fax: 503-574-8757 Email: PHPAppealsandGrievances@providence.org

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Ronni Nichuals, Manager, Appeals and Grievances 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, 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:

1-800-562-6900, 360-586-0241 (TDD).

Complaint forms are available at:

https://fortress.wa.gov/oic/onlineservices/cc/pub/complaintinformation.aspx

# Language Access Information

ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 1-800-878-4445 (TTY: 711).

**Spanish:** ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-878-4445 (TTY: 711).

**Russian:** ВНИМАНИЕ: Если Вы говорите по-русски, то Вам доступны услуги бесплатной языковой поддержки. Звоните 1-800-878-4445 (телетайп: 711).

**Vietnamese:** CHÚ Ý: Nếu quý vị nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho quý vị. Xin gọi số 1-800-878-4445 (TTY: 711).

Traditional Chinese: 注意:如果您說中文,您可以免費獲得語言支援服務。請致電 1-800-878-4445 (TTY: 711)。

**Kushite:** XIYYEEFFANNAA: Afaan dubbattu Oroomiffa, tajaajila gargaarsa afaanii, kanfaltiidhaan ala, ni argama. Bilbilaa 1-800-878-4445 (TTY: 711).

#### Farsi:

توجه: اگر به زبان فارسی صحبت می کنید، تسهیلات زبانی به صورت رایگان به شما ارائه می شود. با (711 :TTY: 711) 878-878-800-1 تماس بگیرید.

**Ukrainian:** УВАГА! Якщо Ви розмовляєте українською мовою, для Вас доступні безкоштовні послуги мовної підтримки. Телефонуйте за номером 1-800-878-4445 (телетайп: 711).

Japanese: お知らせ: 日本語での通話をご希望の場合、言語支援サービスを無料でご利用いただけます。 1-800-878-4445 (TTY: 711)まで、お電話ください。

Korean: 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-800-878-4445 (TTY: 711) 번으로 전화해 주십시오

Nepali: ध्यान दिनुहोस्: तपाईंले नेपाली बोल्नुहुन्छ भने तपाईंले निम्न भाषा सहायता सेवाहरू नि:शुल्क रूपमा उपलब्ध छन् । 1-800-878-4445 (TTY: 711) मा फोन गर्नुहोस् ।

**Romanian:** ATENȚIE: Dacă vorbiți limba română, vă stau la dispoziție servicii gratuite de asistență lingvistică. Sunați 1-800-878-4445 (TTY: 711).

**German:** ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlose Sprachassistenzdienste zur Verfügung. Rufnummer: 1-800-878-4445 (TTY: 711).

**Hmong:** LUS CEEB TOOM: Yog tias koj hais lus Hmoob, cov kev pab txhais lus, muaj kev pab dawb rau koj. Hu rau 1-800-878-4445 (TTY: 711).

Cambodian: កំណត់សម្គាល់៖ បើសិនជាអ្នកនិយាយភាសាខ្មែរ អាចមានសេវាជំនួយផ្នែកភាសាដោយមិនគិតថ្លៃពីលោកអ្នក។ សូមហៅទូរស័ព្ទលេខ 1-800-878-4445 (TTY: 711)។

Laotian: ເຊີນຊາບ: ຖ້າວ່າທ່ານເວົ້າພາສາລາວ, ຈະມີການຊ່ວຍເຫຼືອ ດ້ານພາສາ ໂດຍບໍ່ເສຍຄ່າໃຫ້ທ່ານ. ໂທ 1-800-878-4445 (TTY: 711).