

# Member Transaction Form



Fallon Health  
Fallon Health & Life Assurance Co., Inc.

Fallon Select Benchmark HMO

**THE FOLLOWING SECTION IS TO BE FILLED OUT BY THE EMPLOYER:**

Group number <b>55500-81</b>	Group name <b>Town of Concord</b>	Effective date: (MM/DD/YYYY)
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**Please check off the reason you are filling out this form:**

**Adding coverage:**    New hire    Annual open enrollment    Other (Please explain in the Remarks section below.)

**Ending coverage:**  
 Termination of employment    Change to other insurance (Please provide the name of the other insurance in the Remarks section below.)  
 Other (Please explain in the Remarks section below.)

**Changes to existing coverage: (Please choose an option and explain in the Remarks section below.)**

**Change to:**    Individual plan    Family plan    COBRA    Other

Addition of a dependent (Please complete the dependent section of this form.) Date of qualifying event:<sup>†</sup> \_\_\_\_\_

Removal of a dependent    Proof of qualifying event documentation included

Change in name, address or other application information    Other

**Remarks:**

This form is not complete without an authorized employer signature on page 2.

**THE FOLLOWING SECTIONS ARE TO BE FILLED OUT BY THE EMPLOYEE (subscriber):**

Please complete all applicable fields in this section.

**Provider network:**    Direct Care\*    Select Care    Fallon Preferred Care    Steward Community Care\*

**Plan name:** \_\_\_\_\_

First name	Middle initial (MI)	Last name	Gender
			<input type="checkbox"/> Male <input type="checkbox"/> Female

Maiden name	Primary language	Birth date (MM/DD/YYYY)
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Street address

City	State	ZIP code
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Mailing address (if different from street above)

City	State	ZIP code
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Would you be interested in receiving communications from Fallon via email? If so, please check the box and provide your email address: <input type="checkbox"/>	Home phone
	Mobile phone

Social Security number** _____ - _____ - _____	Date hired (MM/DD/YYYY)	Work phone
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Race (please choose one)    White    Black    Hispanic    Asian/Pacific Islander    American Indian/Alaskan Native    Other

Work status (please choose one)    Full time    Part time    Retired    COBRA

Average # of hours worked weekly	Department #	Employee #
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Does your spouse have health insurance from another source?    Yes    No

Please provide the name of your selected primary care provider (PCP). Is this your current PCP?    Yes    No

First name	MI	Last name
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<sup>†</sup>Documentation required for qualifying event.

**Benefits administrator:** Please mail the white and yellow copies of this form to: Fallon Health Enrollment Operations, 10 Chestnut St., Worcester, MA 01608. The pink copy is for the employee. Or email form to: enrollmentrequests@fallonhealth.org. Or fax form to: 1-508-831-1136.

**DEPENDENT SECTION:**

**In this section, please list all dependents covered under this plan. If you need more room, please use an additional Member Transaction Form.**

**Dependent 1:** First name \_\_\_\_\_ MI \_\_\_\_\_ Last name (include maiden name if applicable) \_\_\_\_\_ Gender  Male  Female

Relation to you \_\_\_\_\_ Social Security number\*\* \_\_\_\_\_

Primary language \_\_\_\_\_ Race \_\_\_\_\_ Birth date (MM/DD/YYYY) \_\_\_\_\_

Street address (if different from subscriber's) \_\_\_\_\_

Please provide the name of this dependent's primary care provider (PCP). Is this the dependent's current PCP?  Yes  No

First name \_\_\_\_\_ MI \_\_\_\_\_ Last name \_\_\_\_\_

**Dependent 2:** First name \_\_\_\_\_ MI \_\_\_\_\_ Last name (include maiden name if applicable) \_\_\_\_\_ Gender  Male  Female

Relation to you \_\_\_\_\_ Social Security number\*\* \_\_\_\_\_

Primary language \_\_\_\_\_ Race \_\_\_\_\_ Birth date (MM/DD/YYYY) \_\_\_\_\_

Street address (if different from subscriber's) \_\_\_\_\_

Please provide the name of this dependent's primary care provider (PCP). Is this the dependent's current PCP?  Yes  No

First name \_\_\_\_\_ MI \_\_\_\_\_ Last name \_\_\_\_\_

**Dependent 3:** First name \_\_\_\_\_ MI \_\_\_\_\_ Last name (include maiden name if applicable) \_\_\_\_\_ Gender  Male  Female

Relation to you \_\_\_\_\_ Social Security number\*\* \_\_\_\_\_

Primary language \_\_\_\_\_ Race \_\_\_\_\_ Birth date (MM/DD/YYYY) \_\_\_\_\_

Street address (if different from subscriber's) \_\_\_\_\_

Please provide the name of this dependent's primary care provider (PCP). Is this the dependent's current PCP?  Yes  No

First name \_\_\_\_\_ MI \_\_\_\_\_ Last name \_\_\_\_\_

**Dependent 4:** First name \_\_\_\_\_ MI \_\_\_\_\_ Last name (include maiden name if applicable) \_\_\_\_\_ Gender  Male  Female

Relation to you \_\_\_\_\_ Social Security number\*\* \_\_\_\_\_

Primary language \_\_\_\_\_ Race \_\_\_\_\_ Birth date (MM/DD/YYYY) \_\_\_\_\_

Street address (if different from subscriber's) \_\_\_\_\_

Please provide the name of this dependent's primary care provider (PCP). Is this the dependent's current PCP?  Yes  No

First name \_\_\_\_\_ MI \_\_\_\_\_ Last name \_\_\_\_\_

**Dependent 5:** First name \_\_\_\_\_ MI \_\_\_\_\_ Last name (include maiden name if applicable) \_\_\_\_\_ Gender  Male  Female

Relation to you \_\_\_\_\_ Social Security number\*\* \_\_\_\_\_

Primary language \_\_\_\_\_ Race \_\_\_\_\_ Birth date (MM/DD/YYYY) \_\_\_\_\_

Street address (if different from subscriber's) \_\_\_\_\_

Please provide the name of this dependent's primary care provider (PCP). Is this the dependent's current PCP?  Yes  No

First name \_\_\_\_\_ MI \_\_\_\_\_ Last name \_\_\_\_\_

*I understand that my signature below means that I have read and I understand the contents of this form, and that I agree to the terms and conditions located on the back of this form.*

X \_\_\_\_\_  
**Employee signature (REQUIRED)** Print name here \_\_\_\_\_ Date \_\_\_\_\_

X \_\_\_\_\_  
**Employer signature (REQUIRED)** Print name here \_\_\_\_\_ Date \_\_\_\_\_

Group name (please print) \_\_\_\_\_

\* Direct Care and Steward Community Care provide access to networks that are smaller than the Select Care network. In these plans, members have access to network benefits only from the providers in their respective network. Please consult the respective provider directory—paper copies can be requested by calling our Customer Service Department at 1-800-868-5200—or visit the provider search tool at [fallonhealth.org](http://fallonhealth.org) to determine which providers are included in Direct Care and Steward Community Care.

\*\*Required for tax purposes