

INSTRUCTIONS FOR COMPLETING THE HEALTH INSURANCE PREMIUM PAYMENT APPLICATION FORM DHCS 6172

The following instructions are to be used in completing the Health Insurance Premium Payment application. PLEASE PRINT THE INFORMATION.

1. Enter your full name.
2. Enter your nine-digit Social Security number.
3. Enter your complete daytime telephone number, including area code. If you do not have a telephone number, please enter a message telephone number in the telephone number box and indicate, "message."
4. Enter your complete street address, city, state, and zip code.
5. Enter the name of your current health insurance carrier.
6. Enter the telephone number, including area code, of your health insurance carrier.
7. Enter the complete street address, city, state, and zip code where your premiums are mailed.
8. Enter your health insurance policy number.
9. Enter your current health insurance premium amount.
10. Indicate how often you pay your health insurance premiums by checking the appropriate box.
11. Indicate if your health insurance is being paid through COBRA by checking the yes or no box. Also, indicate the date your policy is paid through. If your policy has lapsed within the last 90 days, indicate the date the policy lapsed.
12. Indicate, by entering a checkmark in the appropriate box(es), the medical services that are covered by your health insurance policy.
13. Enter the full name of the insured/policyholder. This is the name of the person to whom the policy was issued.
14. Enter the nine-digit Social Security number of the policyholder.
15. Enter the complete street address, city, state, and zip code of the policyholder.
16. Enter the policyholder's daytime telephone number, including area code. If the policyholder does not have a telephone number, please enter a message telephone number in the telephone number box and indicate "message."
17. Indicate if the policyholder is court ordered to provide the insurance for the applicant.
18. Indicate if the policy is a Medicare HMO policy.
19. Indicate, by entering a checkmark in the appropriate box, how the insurance premiums are currently paid.
20. Enter the complete name and nine-digit Social Security number of other family members that are covered by Medi-Cal AND the health insurance policy listed in item 5.
21. Enter the full name of the policyholder's employer.
22. Enter the telephone number of the policyholder's employer, including area code.
23. Enter the full street address, city, state, and zip code of the policyholder's employer.
24. Enter the name and type of illness for persons listed in item 18 who have a high-cost medical condition.
25. Sign and enter the date when you have completed this form.

Mail this form to: Department of Health Care Services, HIPP Program, MS 4719, PO Box 997422, Sacramento, CA 95899-7422. If you have any questions about completing this form, call toll free 1-866-298-8443 (California only), 8:00 a.m.–5:00 p.m., Monday through Friday.