

Humana Employee Change Form

Please print clearly and fill in each applicable circle.

Current Medical Group number	Benefit number	Class/Division
Current Dental Group number	Proposed Effective Date for change: ___ / ___ / _____	
Company name	Company city	State

Employee Information and Changes

Please provide employee information and indicate all applicable employee changes.

Last name	First name	MI	Social Security number
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Change Medical benefit/class to: Benefit number: _____ Class/Division: _____

Change or Select Employee Primary Care Physician (HMO and POS only):

Primary care physician: _____ Physician ID: _____

Change Dental benefit/class to: Benefit number: _____ Class/Division: _____

Change or Select Employee Primary Care Dentist (applicable to AZ, CA, FL, IL, and TX only):

Primary dentist: _____ Facility number: _____

Change Basic Life benefit/class to: Benefit number: _____ Class/Division: _____

Change Basic Life Beneficiary: Group number: _____

Primary beneficiary name: Last name _____ First name _____ MI _____

Secondary beneficiary name: Last name _____ First name _____ MI _____

Change Voluntary Life Beneficiary: Group number: _____

Primary beneficiary name: Last name _____ First name _____ MI _____

Secondary beneficiary name: Last name _____ First name _____ MI _____

Change Vision benefit/class to: Benefit number: _____ Class/Division: _____

Cancel My Coverage for the following products: Medical Dental Basic Life Voluntary Life Short-term Income Protection
 Vision Health Savings Account (HSA) Health Care FSA Dependent Care FSA

Qualifying Event Information

Please indicate the qualifying event date and reason for employee or dependent changes below.

Qualifying event date: ___ / ___ / _____

Reason for change:

- | | | |
|---|--|---|
| <input type="radio"/> Re-hire | <input type="radio"/> Marriage | <input type="radio"/> Spouse terminates employment |
| <input type="radio"/> Employer contribution ceases | <input type="radio"/> Legal separation | <input type="radio"/> Spouse's employer terminates coverage |
| <input type="radio"/> Dependent birth / adoption | <input type="radio"/> Divorce | <input type="radio"/> Spouse changes from full-time to part-time employment |
| <input type="radio"/> Dependent change to full-time student | <input type="radio"/> Spouse deceased | <input type="radio"/> Other: _____ |

Change Address Information

Address change applies to:

Employee only Employee and all covered dependents

Only for the following dependent (please print full name): Last name _____ First name _____ MI _____

New street address _____ Apt / Suite / PO Box number _____

City _____ State _____ Zip code _____ County _____

Email address _____ Phone number _____

Group Number

Social Security Number

Dependent Changes

Please complete this section for all dependent changes.

1 Last name _____ First name _____ MI _____ Date of birth __/__/____

Social Security number _____ Gender: Female Male Relationship: Spouse Child Other: _____

Dependent status (if applicable): Full-time student Disabled If disabled, indicate reason: _____

Add or **Delete** dependent to/from my current plan for the following products: Medical Dental Basic Life
 Voluntary Life Vision

Change or Select Primary Care Physician (HMO and POS only):
 Primary care physician: _____ Physician ID: _____

Change or Select DHMO (applicable to AZ, CA, FL, IL, and TX only):
 Primary dentist: _____ Facility number: _____

2 Last name _____ First name _____ MI _____ Date of birth __/__/____

Social Security number _____ Gender: Female Male Relationship: Spouse Child Other: _____

Dependent status (if applicable): Full-time student Disabled If disabled, indicate reason: _____

Add or **Delete** dependent to/from my current plan for the following products: Medical Dental Basic Life
 Voluntary Life Vision

Change or Select Primary Care Physician (HMO and POS only):
 Primary care physician: _____ Physician ID: _____

Change or Select DHMO (applicable to AZ, CA, FL, IL, and TX only):
 Primary dentist: _____ Facility number: _____

3 Last name _____ First name _____ MI _____ Date of birth __/__/____

Social Security number _____ Gender: Female Male Relationship: Spouse Child Other: _____

Dependent status (if applicable): Full-time student Disabled If disabled, indicate reason: _____

Add or **Delete** dependent to/from my current plan for the following products: Medical Dental Basic Life
 Voluntary Life Vision

Change or Select Primary Care Physician (HMO and POS only):
 Primary care physician: _____ Physician ID: _____

Change or Select DHMO (applicable to AZ, CA, FL, IL, and TX only):
 Primary dentist: _____ Facility number: _____

4 Last name _____ First name _____ MI _____ Date of birth __/__/____

Social Security number _____ Gender: Female Male Relationship: Spouse Child Other: _____

Dependent status (if applicable): Full-time student Disabled If disabled, indicate reason: _____

Add or **Delete** dependent to/from my current plan for the following products: Medical Dental Basic Life
 Voluntary Life Vision

Change or Select Primary Care Physician (HMO and POS only):
 Primary care physician: _____ Physician ID: _____

Change or Select DHMO (applicable to AZ, CA, FL, IL, and TX only):
 Primary dentist: _____ Facility number: _____

Signature - please sign below if requesting changes

Employee or legal representative signature: _____ Date: _____

Name and relationship of legal representative: _____