

Group Hospitalization and Medical Services, Inc.

doing business as

CareFirst BlueCross BlueShield (CareFirst)

840 First Street, NE
Washington, DC 20065
202-479-8000

A not-for-profit health service plan

An independent licensee of the Blue Cross and Blue Shield Association

**GROUP CONTRACT APPLICATION
(For Maryland Groups Not Subject to Small Group Reform)**

If you are a new Group, or an existing Group selecting a new product or making a jurisdictional change, you are required to complete this Application in its entirety, in black ink, and sign and return it to your Sales Representative.

If you are an existing Group amending your current coverage or changing general information, you are required to complete, in black ink, *only* the sections in which the information is changing, sign and return this Application to your Sales Representative.

Do not alter this document except to fill in the blanks and check the boxes provided. Due to regulatory requirements, this Application will not be accepted if any other changes are made.

GENERAL INFORMATION

CareFirst Group Number (if available): _____

Name of Organization: _____

Physical Location:

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if other than above):

Street Address: _____

City: _____ State: _____ Zip: _____

Billing Address (if other than above):

Street Address: _____

City: _____ State: _____ Zip: _____

Group Administrator (Person to Contact):

Name: _____ Telephone Number: _____

Title: _____

Chief Executive Officer/President

Name: _____ Telephone Number: _____

Title: _____

Type of Organization Sole Proprietorship Partnership
 Corporation Other _____

Nature of Business: _____

Federal Tax Identification Number: _____

EMPLOYER CONTRIBUTION

To be eligible for CareFirst Group coverage, the employer must contribute an amount equal to at least 50% of the cost of the Individual Coverage for enrolled employees.

GROUP ELIGIBILITY REQUIREMENTS

It is understood and agreed that in order to be eligible for coverage and maintain such eligibility, the Group must meet the following requirements.

Annual Enrollment Certification: CareFirst reserves the right to inspect the records of the Group after 60 days from the effective date of the Group coverage in order to verify the eligibility of employees and their dependents. In addition, the Group may be required to complete and return to CareFirst an Employee Status Certification annually.

Minimum Enrollment Requirements:

The Group must enroll and maintain enrollment (unless otherwise approved by CareFirst) as stated below:

Groups must enroll and maintain enrollment of 75% of all employees eligible for medical coverage and for each ancillary product purchased, if offered (or 100% if the employer pays the entire Individual Coverage premium). The ancillary products are dental and vision benefits. If at any time there are less than 75% enrolled in any of the medical or ancillary products, CareFirst reserves the right to rescind the proposal, revise the rates, terminate the product that does not meet the 75% requirement, or refuse to renew the product that does not meet the 75% requirement.

The Group cannot enroll in their HMO programs (other than CareFirst BlueChoice, Inc.) more than 25% of the total number of employees enrolled in all health programs offered through the Group. The Group cannot continue to enroll new employees in their staff model HMO.

The following employees should be excluded from the above counts:

1. Those employees who have coverage under their spouse's or parent's group coverage, CHAMPUS, Medicare as primary under TEFRA, or their prior employer's plan under COBRA.
2. Those employees enrolled in other CareFirst coverage or covered under any CareFirst affiliate.

At least two employees must be employed full-time and enrolled under the Group's coverage at all times. (Note: Those employees with complementary to Medicare coverage do not count toward the two employee minimum enrollment requirement.) Enrolled Groups that drop to less than two full-time employees should contact their CareFirst Sales Representative to arrange for individual direct pay coverage.

If at any time total enrollment increases or decreases by 10% or more, CareFirst reserves the right to rescind the proposal, revise the rates, terminate this Group Contract, or refuse to renew this Group Contract.

The basis for determining whether an enrollment increase or decrease has occurred will be the total enrollment:

1. on the effective date or contract renewal date versus the total enrollment proposed at the time the rates were developed; and
2. on the first day of any month during the contract period versus the total enrollment proposed at the time the rates were developed.

CareFirst will notify the Group for any rate adjustments allowed under the terms of this Group Contract no later than 45 days prior to the effective date of the rate change.

EMPLOYEE ELIGIBILITY REQUIREMENTS

The following employees (and their dependents) are eligible for coverage, as long as they meet the additional eligibility requirements set forth in the Certificate of Coverage, and any attachments thereto.

All employees (including owners and partners) who are regularly employed on a full-time basis working at least 30 hours a week. **(Seasonal employees, subcontractors, consultants or other persons issued 1099's by the Group are not eligible.)**

All former employees and their dependents whose eligibility for group coverage has been extended due to COBRA requirements or the Maryland Continuation of Coverage provisions.

Note: No individual is eligible under your Group coverage both as a Subscriber and as a Dependent. If your Group employs both a husband and wife (or Domestic Partner, if applicable), they may not both have Individual + Adult Coverage or Family Coverage.

Specify as many of the following additional categories of employees or retirees you wish to cover, even if you do not currently have such individuals in your Group. NOTE: These individuals cannot be included in the total number of Eligible Employees for the Group.

- YES NO Part time employees working at least 17.5 hours a week for more than six months each year. (Those working less than these required time periods are not eligible).
- YES NO Retirees who have retired prior to the effective date of this coverage. (Available only if covered under the Group's prior health coverage.)
- YES NO Retirees who retire on or after the effective date of this coverage.
- YES NO All employees who terminated employment due to disability prior to the effective date of this coverage for a period of not more than two years. If for a shorter period of time, state here _____.
- (Available only if covered under the Group's prior health coverage.)
- YES NO All employees who terminate employment due to disability after the effective date of this coverage for a period of not more than two years. If for a shorter period of time, state here _____. (Not available for community-rated Groups.)
- YES NO Other _____
- (Specify; approval required)
- CareFirst Approval: Initials _____ Date _____

EMPLOYEE EFFECTIVE DATES

Coverage for current employees, other individuals currently covered if selected above, and former employees whose eligibility for group coverage has been extended due to COBRA requirements or the Maryland Continuation of Coverage Provisions, and their eligible dependents becomes effective on the date that the Group Contract becomes effective.

Coverage for new employees is effective as stated below (if different for different classes of employees, state all in Other section):

- On the date of employment
- On the first day of the month following the date of employment
- On the first of the month following ____ months of employment.
- Other _____
(Specify; approval required)
CareFirst Approval: Initials _____ Date _____

AGE LIMITS FOR DEPENDENT CHILDREN

Groups with 50 or fewer enrolled employees:

Unmarried dependent children are covered until:

Select One

- End of the month of their 25th birthday.
- End of the month of their 25th birthday, or for dependent students over the age of 25, until the end of the month of their graduation from an institution or end of full-time student status, whichever occurs later. For students age 25 and over enrolled as a full-time student, a certification form must be on file with CareFirst.

Groups with more than 50 enrolled employees:

Unmarried dependent children are covered until:

Select One

- End of the month of their 25th birthday.
- End of the calendar year of their 25th birthday.
- On the date of their 25th birthday.
- End of the month of their ____ birthday (must be over 25th).
- End of the calendar year of their ____ birthday (must be over 25th).
- On the date of their ____ birthday (must be over 25th).
- Other _____
(Specify; approval by CareFirst required; age limit must be age 25 or over)
CareFirst Approval: Initials _____ Date _____

Unmarried dependent students may remain eligible as long as they are enrolled as full-time students in an institution and students age 25 and over must have a student certification on file with CareFirst until:

Select One

- End of the month of their 25th birthday (no certification required).
- End of the calendar year of their 25th birthday (no certification required).
- On the date of their 25th birthday (no certification required).
- End of the month of their ____ birthday (must be over 25th).
- End of the calendar year of their ____ birthday (must be over 25th).
- On the date of their ____ birthday (must be over 25th).

- For dependent students over the age of 25, until end of month of their graduation from an institution or end of full-time student status, whichever occurs later.
- For dependent students over the age of 25, until the date of their graduation from an institution or end of full-time student status, whichever occurs later.
- For dependent students over the age of 25, until end of the calendar year of their graduation from an institution or end of full-time student status, whichever occurs later.
- End of the month of their graduation or until the end of the month of their ____ birthday (must be over 25th).
- End of the calendar year of their graduation or ____ birthday (must be over 25th), whichever occurs first.
- Other _____
(Specify; approval by CareFirst required; age limit must be age 25 or over)
CareFirst Approval: Initials _____ Date _____

Note: Dependent eligibility must end in the same manner for dependent children and dependent students, i.e. at the end of the year, or the end of the month, or on the birthday. For example, you may not select end of the month for dependent children and end of the year for dependent students.

DEDUCTIBLE CREDIT

If your Group had a previous group health plan, any Member who was covered on that plan will receive credit toward his/her major medical deductible for the amount previously satisfied under the prior plan. This credit toward the deductible is only applicable for the initial year in which your Group changes to a CareFirst indemnity group health plan. The prior plan's Explanation of Benefits must be provided when the first claim is submitted. A separate dental deductible credit will also apply if your Group had previous dental coverage and you are selecting CareFirst indemnity dental coverage.

GROUP'S RESPONSIBILITY TO EMPLOYEES

In any case in which the employee is responsible for a portion of the monthly premiums, the Group must:

1. Advise the employee of his/her eligibility for coverage under the Group Contract;
2. Advise the employee when s/he may enroll for such coverage in accordance with the provisions stipulated in this Application and the Group Contract, including the Certificate of Coverage.
3. Advise the employee when coverage will commence based on the aforementioned provisions and the date of completion of the enrollment form;
4. Advise the employee of the cost of such coverage to the employee and the method in which payment is to be made; and
5. Obtain from the employee a completed enrollment form and a signed agreement by the employee to pay the applicable portion of the monthly rates.

GROUP STATEMENTS

The Group agrees that in the making of this Application, it is acting for and on behalf of itself and as the agent representative of its employees and COBRA participants and participants enrolled under the Maryland Continuation of Coverage provisions, and their dependents; and it is agreed and understood that the Group is not the agent or representative of CareFirst for any purpose of this Application or any Group Contract issued pursuant to this Application.

The Group agrees to receive on behalf of its eligible employees, COBRA participants, and participants enrolled under the Maryland Continuation of Coverage Provisions, and their dependents, the Certificate of Coverage, including Attachments, and all relevant notices furnished by CareFirst, and to forward such materials to these individuals.

IMPORTANT NOTE: Your rate sheet which describes the benefits and corresponding rates for the coverage selected must be signed by the Group before coverage can be made effective. CareFirst reserves the right to revise the rates if the actual enrollment varies substantially from that used in the original rating or if applicable law or regulatory authority requires such revisions.

If you have any questions concerning the benefits and services that are provided by or excluded under the coverage for which you are applying, please contact a customer services representative before signing this application.

ACCEPTED FOR:

(Name of Organization)

BY: _____
(Printed Name of Authorized Officer)

(Signature of Authorized Officer)

Title: _____ Date: _____

Broker (if applicable)

(Printed Name of Broker)

(Signature of Broker)

Broker ID#: _____ Date: _____

SUBJECT TO FINAL APPROVAL	
ACCEPTED FOR GROUP HOSPITALIZATION AND MEDICAL SERVICES, INC.	
By: _____	Effective Date of Group Contract: _____
Title: _____	By: _____
Rep. Code: _____	Title: _____
Date: _____	Date: _____