



Primary Applicant's Last Name	Applicant's Social Security Number
Agent Name	Agent NPN
Home Office Use ONLY	Eff Date:

EPO Application Instructions

(Exclusive Provider Organization)

To help us process your application promptly, please remember to:

- Print all answers in **black ink** legibly. Pencil will not be accepted.
- Make sure to personally sign the application as the Primary Applicant. Anyone over the age of 18 applying for coverage must sign the appropriate signature line (unless parent has Power of Attorney).
- If it is necessary to correct any errors, simply cross off what is incorrect and write initials next to the correct information.
- Please do not use correction fluid or tape.
- If more space is needed, attach separate page(s) and list section(s) and question number(s), then sign and date each page.
- **If you have been covered by ICSW, or an affiliated company, within the past 12 months and the policy was terminated for nonpayment of premium, you will be required to pay the past due amount and the initial premium for the new coverage before your policy will be effective.**

Please submit an application via one of the following methods:

- Online: <https://shop.swhp.org/marketplace/#/>
- Mail: Insurance Company of Scott and White, Attention: Enrollment, 1206 West Campus Dr., MS-A4-126, Temple, TX 76502
- FAX: (254) 298-3199
- Email: swhpelectronicenrollment@bswhealth.org

If you have any questions, please call your agent or an Internal Sales Specialist at (866) 522-2515.

OPEN ENROLLMENT (OE): November 1 – December 15 Submission Dates

Application received prior to the end of Open Enrollment	Effective date January 1
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SEP ENROLLMENT (SEP): Year Round Submission Dates

If applying outside of Open Enrollment, you must have experienced one of the events below (during the last 60 days) in order to apply. Please answer the following questions only if applying for a Special Enrollment Period.

Requested Effective Date	
<input type="checkbox"/> I and/or my dependent(s) lost Minimum Essential Coverage: (Choose one of the two options)	
<input type="checkbox"/> Involuntary loss of Minimum Essential Coverage (example: losing group coverage, divorce & aging off parents plan at age 26)	Date of Event
<input type="checkbox"/> Losing or replacing current Scott and White Health Plan or Insurance Company of Scott and White? If yes, please provide the policy number(s): _____	Date Coverage Ends
<input type="checkbox"/> Birth, Adoption, placement for adoption or foster care or become a party to a suit to adopt (Effective date will be date of birth or date of adoption/placement/becomes party to a suit to adopt)	Date of Event
<input type="checkbox"/> Relocation to a new service area	Date of Event
<input type="checkbox"/> Marriage or gaining dependent due to marriage	Date of Event
<input type="checkbox"/> Gaining Citizenship	Date of Event
<input type="checkbox"/> Release from incarceration	Date of Event

Send all SEP supporting documents to: swhpelectronicenrollment@bswhealth.org or fax to 254-298-3199. Applications submitted for a Special Enrollment Period will not be processed without supporting documentation.



INSURANCE COMPANY OF
Scott & White
 PART OF BAYLOR SCOTT & WHITE HEALTH

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EPO Enrollment Application

(Exclusive Provider Organization)

SECTION 1: PRIMARY APPLICANT (If Purchaser is different than Primary Applicant, include Purchaser's information in Section 8)						
First Name	MI	Last Name			Suffix	
**** Social Security Number	Date of Birth (MM/DD/YYYY)	Age *	<input type="checkbox"/> Male <input type="checkbox"/> Female	Within the past 6 months, have you used tobacco 4 or more times per week on average? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Marital Status <input type="checkbox"/> Single/Divorced/Widow <input type="checkbox"/> Married <input type="checkbox"/> Other _____			Are you a US citizen or US national? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Race (optional- check only one) <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> American Indian/Alaska American <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian/Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other						
Residential Address	Apt	City	State	Zip	County	
Mailing Address (If different than above)	Apt	City	State	Zip	County	
Primary Phone		Cell <input type="checkbox"/> Landline <input type="checkbox"/>		Secondary Phone		Cell <input type="checkbox"/> Landline <input type="checkbox"/>
Email Address				Preferred Contact Method <input type="checkbox"/> Email <input type="checkbox"/> Mail		
Primary Language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other (Please Specify): _____			Do you have a disability affecting your ability to communicate or read? <input type="checkbox"/> Yes <input type="checkbox"/> No			
*** Apply for Dental Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, please explain _____			

SECTION 2: DEPENDENT INFORMATION						
DEPENDENT	First Name	MI	Last Name			Suffix
	**** Social Security Number	Date of Birth (MM/DD/YYYY)	Age *	Relationship <input type="checkbox"/> Spouse <input type="checkbox"/> Child	<input type="checkbox"/> Male <input type="checkbox"/> Female	Tobacco Use** <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you a US citizen or US national? <input type="checkbox"/> Yes <input type="checkbox"/> No			*** Apply for Dental Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No		
DEPENDENT	First Name	MI	Last Name			Suffix
	**** Social Security Number	Date of Birth (MM/DD/YYYY)	Age *	Relationship <input type="checkbox"/> Spouse <input type="checkbox"/> Child	<input type="checkbox"/> Male <input type="checkbox"/> Female	Tobacco Use** <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you a US citizen or US national? <input type="checkbox"/> Yes <input type="checkbox"/> No			*** Apply for Dental Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No		
DEPENDENT	First Name	MI	Last Name			Suffix
	**** Social Security Number	Date of Birth (MM/DD/YYYY)	Age *	Relationship <input type="checkbox"/> Spouse <input type="checkbox"/> Child	<input type="checkbox"/> Male <input type="checkbox"/> Female	Tobacco Use** <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you a US citizen or US national? <input type="checkbox"/> Yes <input type="checkbox"/> No			*** Apply for Dental Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No		
DEPENDENT	First Name	MI	Last Name			Suffix
	**** Social Security Number	Date of Birth (MM/DD/YYYY)	Age *	Relationship <input type="checkbox"/> Spouse <input type="checkbox"/> Child	<input type="checkbox"/> Male <input type="checkbox"/> Female	Tobacco Use** <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you a US citizen or US national? <input type="checkbox"/> Yes <input type="checkbox"/> No			*** Apply for Dental Coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No		

*Age as of effective date
 **Within the past 6 months, have you used tobacco 4 or more times per week on average?
 ***The Affordable Care Act (ACA) requires us to be reasonably assured that you and each member on this policy have or are seeking coverage for pediatric dental services that are Essential Health Benefits.
 ****If someone needs help getting a SSN, call (800) 772-1213 or visit socialsecurity.gov. TTY users should call (800) 325-0778.



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SECTION 3: CHOOSE YOUR COVERAGE		
Select ACA Ind 80 EPO Bronze 7500		

SECTION 4: DENTAL ACKNOWLEDGEMENT				
<p>The Affordable Care Act ("ACA") requires us to be reasonably assured that you and each member on this policy have or are seeking coverage for Pediatric Dental Services that are Essential Health Benefits.</p> <p>To choose Dental coverage for one or all members on policy, choose appropriate boxes on page 2 of application, sections 1 and/or 2. If declining Dental coverage, your signature in section 7 will verify you have obtained coverage for Pediatric Dental Essential Health Benefits (dependents 0-18 years old) through another policy.</p> <p>Prices for Dental Coverage for each member of policy are:</p> <table border="1"> <tr> <td>Ages 0-18 years</td> <td>\$36.28 /month per member</td> </tr> <tr> <td>Ages 19 years and over</td> <td>\$31.88 /month per member</td> </tr> </table> <p><i>NOTE: You will receive a separate ID number for Dental Policies. Premium for Dental must be paid separately from Medical.</i></p>	Ages 0-18 years	\$36.28 /month per member	Ages 19 years and over	\$31.88 /month per member
Ages 0-18 years	\$36.28 /month per member			
Ages 19 years and over	\$31.88 /month per member			

SECTION 5: REPLACEMENT COVERAGE INFORMATION	
<p>Will this insurance replace any current health insurance policy with Scott and White Health Plan or Insurance Company of Scott and White? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you have been covered by SWHP, or an affiliated company, within the past 12 months and the evidence of coverage was terminated for nonpayment of premium, you will be required to pay the past due amount and the initial premium for the new coverage before your evidence of coverage will be effective.</p> <p>If yes, please provide the policy number(s):</p>	Date Coverage Ends:

SECTION 6: Agent Information (If applicable)		
<p>Agent's Certification: I certify that I sent the application to the Applicant(s) for completion, or I personally asked the questions and recorded the answers as given. I further certify that I have no knowledge of any other medical information about the Applicant(s) not contained in this application and that written material explaining the benefits, exclusions and provisions of the Contract was sent to the Applicant(s). I certify that I have delivered the required Outline of Coverage, and if requested, the Disclosure Statement.</p> <p>Third-Party payments will not be accepted for ACA plans, except those required by Federal guidance. (This would include Employer payments for Employee coverage, Company checks unless Sole Proprietorship, Provider payments and Foundation payments. Payments for family members or Family Trusts are not considered a Third-Party payment.)</p>		
Agent's Signature	Date (MM/DD/YYYY)	Agent's NPN
Print Agent's Name	Agent's Phone	



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Agent Name	Agent NPN															

SECTION 7: CERTIFICATION

I understand the initial monthly premium payment must be paid in advance prior to the issuance of a policy. SWHP will not approve or deny my application on any basis which is prohibited by law. If declining Pediatric Dental coverage (on page 2, sections 1 and/or 2), I understand I must obtain coverage for Pediatric Dental Essential Health Benefits (dependents 0-18 years old) through another policy. I hereby certify that to the best of my knowledge the answers given here are current, truthful and complete. A photographic copy of this authorization shall be valid as the original.

Third-Party payments will not be accepted for ACA plans, except those required by Federal guidance. (This would include Employer payments for Employee coverage, Company checks unless Sole Proprietorship, Provider payments and Foundation payments. Payments for family members or Family Trusts are not considered a Third-Party payment.)

I HAVE READ AND ACCEPT THE BELOW AGREEMENT

You understand that Policy and other required documents, notices, and communications may be mailed or transmitted electronically. By checking this box You are consenting to the electronic delivery of certain communications. If the box is not selected You will receive paper communications. Consent may be withdrawn at any time by submitting a written request to Health Plan and paper documents will be provided.

Primary Applicant's Signature (or Parent/Guardian if Child Only Policy)	Date (MM/DD/YYYY)
X	
Spouse's Signature	Date (MM/DD/YYYY)
X	
Dependent's Signature (Only if 18 or over and to be insured)	Date (MM/DD/YYYY)
X	
Dependent's Signature (Only if 18 or over and to be insured)	Date (MM/DD/YYYY)
X	
Dependent's Signature (Only if 18 or over and to be insured)	Date (MM/DD/YYYY)
X	



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SECTION 8: BILLING INFORMATION

Purchaser's Information (If different than Primary Applicant)				
First Name	MI	Last Name	Suffix	
Relationship to Applicant	Mailing Address	City	State	Zip
Signature			Date	

Third-Party payments will not be accepted for ACA plans, except those required by Federal guidance. (This would include Employer payments for Employee coverage, Company checks unless Sole Proprietorship, Provider payments and Foundation payments. Payments for family members or Family Trusts are not considered a Third-Party payment.)

INITIAL PAYMENT

Upon receipt of Welcome email and/or letter, you must make a payment by one of the following to initiate your coverage:

- Member portal located at <https://portal.swhp.org/#/registration-1>
- e-PAY (877)729-3763
- Mail check to: SWHP, PO Box 846035, Dallas, TX 75284-6035
- Contact Customer Service at (800)321-7947

Important: If initial payment by Credit/Debit Card is electronically declined, policy will not be issued. If an ongoing ACH bank draft payment is electronically declined, your policy will be terminated back to the first of the month in which the draft was declined. A new application will be required to obtain future coverage (pending Special Enrollment Period qualification). Any amount not paid by your financial institution will be assessed a \$30 fee.

If you have been covered by ICSW, or an affiliated company, within the past 12 months and the policy was terminated for nonpayment of premium, you will be required to pay the past due amount and the initial premium for the new coverage before your policy will be effective.

ONGOING PAYMENTS (MUST COMPLETE)

Automatic Bank Draft (complete EFT information below)

Monthly Billing Statement (paper)

Pay Online at <https://portal.swhp.org/#/registration-1> (requires registration in member portal)

AUTOMATIC BANK DRAFT (First month's initial premium MUST be made manually. Bank Draft will go into effect Second month)

<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
Name of Bank		
Routing Number		
Account Number		
Name on Account		
Authorized Signature for Account		Date

Terms of Agreement: My account at the institution named above has sufficient funds to pay all debits and charge credits. ICSW shall initiate electronic debit, charge or credit entries to pay premiums/charges for authorized policy, and the entries are my transaction receipt. I understand that by electing Automatic Bank Draft and with my signature in ONGOING PAYMENT section above, I am accepting the terms of the ONGOING PAYMENT Agreement. **NOTE: ICSW will not process Auto Bank Draft until month following receipt of the initial premium payment to initiate coverage.**



Post Enrollment Instructions

Welcome to Insurance Company of Scott and White. Please keep this page to use as a reference guide for your application process. Thank you for applying. We look forward to servicing your health care needs.

SECTION 9: NEXT STEPS	
1	If applying for Open Enrollment, proceed to Step 3 below:
2	If applying for Special Enrollment: Please send all SEP supporting documents to: swhelectronicenrollment@bswhealth.org or fax to 254-298-3199. Applications submitted for Special Enrollment Period will not be processed without supporting documentation.
3	Wait approximately 5-7 business days to receive a response via email and/or letter from ICSW, giving instructions for making the initial premium payment.
4	To make initial payment: <ul style="list-style-type: none"> • Login to member portal at https://portal.swhp.org/#/registration-1 (If you do not have your member number yet, you can search by Social Security Number and date of birth) • Call e-PAY line at (877) 729-3763 • Mail check to: SWHP, PO Box 846035, Dallas, TX 75284-6035 • Contact Customer Service at (800) 321-7947
5	After initial payment is made, the payment takes 24-48 hours to post to your account. Once payment is posted, your ID Card will generate and be mailed to you. Please allow 7-10 days after payment has posted to receive your ID Card by mail. You can also print a temporary card from your member portal once payment has posted. Check ID Card to make sure all insured members are listed on card.

IMPORTANT INFORMATION	
Customer Service	(800) 321-7947
Member Portal	https://portal.swhp.org/#/registration-1 Need Social Security Number OR Member ID Number & Date of Birth to register Secure messaging can be sent through your member portal to departments and receive quick responses.
Contract ID # vs Member ID #	Contract ID # is first 9 digits of Member ID # (Example: <i>Contract # is 123456789</i>) Member ID # is 11 digits (Example: <i>Member # 12345678900</i>) Each member on the contract will have sequential numbering as the suffix: (Example: <i>-00, -01, -02, -03 for Contract holder plus 3 dependents</i>)
Dental	Member will have a separate Dental ID # if dental coverage was chosen, and the dental premium must be paid separate from the medical premium. Member will not receive a Dental ID Card. Dental offices will verify benefits with the contract holder's Social Security Number. Locate Dental Provider: https://metlocator.metlife.com/metlocator/execute/Search (PDP Plus Network Provider)
Note regarding the cancellation of existing coverage: It is best that applicant not cancel any coverage until receiving confirmation of acceptance from ICSW.	

(Attach Agent Business Card Here)

AGENT'S INFORMATION
Print Agent's Name
Agent's Phone