



RETURN TO: ST. LUKE'S  
HUMAN RESOURCES  
EmployeeBenefits@slhduluth.com  
FAX (218) 249-6094  
PHONE (218) 249-5152

### Balanced Plan Open Enrollment Form

This form only affects medical insurance  
Human Resources must receive form by November 11, 2022

<b>Employee Section</b>	
Subscriber's Name:	
Street Address:	
City, State, Zip:	Department:
Social Security Number:	Work Phone or Ext.:
Birth Date:	Home Phone:
<b>Coverage type (Please check one):</b> <b>Single</b> _____ <b>Single+Spouse</b> _____ <b>Single+Child(ren)</b> _____ <b>Family</b> _____	
<i>Please note: Your insurance cards will arrive by January 1, 2023.</i>	

Last Name (If Different)	First Name	MI	Age	Sex	Birth Date	Relationship	Social Security Number

**REFER TO ELIGIBILITY CRITERIA ON REVERSE SIDE OF FORM**

<b>Other Medical Insurance Information</b>
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**If you are covered by an additional medical insurance policy, be sure to contact BlueCross after you have received your insurance card. Contact information will be available on your insurance card.**

By emailing this form to [EmployeeBenefits@slhduluth.com](mailto:EmployeeBenefits@slhduluth.com), I authorize payroll deductions where applicable. Any intentional omission or misrepresentation may constitute insurance fraud which could result in possible criminal penalties, a claim for civil damages, and may also result in employment discipline up to and including termination.

**This form only affects medical insurance. If you would like to enroll in dental insurance, you must fill out a separate Dental Insurance Enrollment Form.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Employer To Complete This Section</b>		Employer:
	Effective Date of Coverage: 1/1/2023	Notes:

## Eligible Dependents

The following language describes eligible dependents for the St. Luke's health and dental insurance plans. If a dependent no longer meets these criteria, you must notify Human Resources by submitting a health and/or dental change form to drop coverage. You can find forms on the St. Luke's intranet or in Human Resources.

ENROLLING AN INELIGIBLE DEPENDENT OR FAILURE TO NOTIFY HUMAN RESOURCES THAT THE DEPENDENT IS NO LONGER ELIGIBLE, CONSTITUTES FRAUD AND MAY RESULT IN DISCIPLINE, UP TO AND INCLUDING TERMINATION.

### Spouse

Spouse, meaning (same or opposite sex spouse):

- a. Legally married spouse;
- b. Legally separated spouse;

### Dependent Children

1. Natural-born dependent children to age 26.
2. Legally adopted children and children placed with you for legal adoption to age 26. Date of placement means the assumption and retention by a person of a legal obligation for total or partial support of a child in anticipation of adoption of the child. The child's placement with a person terminates upon the termination of the legal obligation of total or partial support.
3. Stepchildren to age 26.
4. Dependent children for whom you or your spouse have been appointed legal guardian to age 26.
5. Unmarried grandchildren to age 19 who live with you continuously from birth and are claimed as exemptions on your Federal income tax return and are financially dependent upon you.
6. Children of the employee who are required to be covered by reason of a Qualified Medical Child Support Order (QMCSO), as defined in ERISA §609(a). The Plan has detailed procedures for determining whether an order qualifies as a QMCSO. You and your dependents can obtain, without charge, a copy of such procedures from the Plan Administrator.

### Disabled Dependents

1. Disabled dependent children who reach the limiting age while covered under this Plan if all of the following apply:
  - a. primarily dependent upon you;
  - b. are incapable of self-sustaining employment because of physical disability, developmental disability, mental illness, or mental disorders;
  - c. for whom application for extended coverage as a disabled dependent child is made within 31 days after reaching the age limit. After this initial proof, the Claims Administrator may request proof again two (2) years later, and each year thereafter; and
  - d. must have become disabled prior to reaching limiting age.

NOTE: If both you and your spouse are employees of St. Luke's/Lake View, you may be covered as either an employee or as a dependent, but not both. Your eligible dependent children may be covered under either parent's coverage, but not both.