

# COBRA

## CONTINUATION OF COVERAGE APPLICATION



**BlueCross BlueShield  
of Alabama**

An Independent Licensee of the Blue Cross and Blue Shield Association

450 Riverchase Parkway East • P. O. Box 995  
Birmingham, Alabama 35298-0001  
(205) 988-2200

# COBRA CONTINUATION OF COVERAGE APPLICATION

FOR OFFICE USE ONLY

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) as amended.

## EMPLOYEE INFORMATION

PLEASE PRINT USING UPPERCASE LETTERS:  
(USE BLACK BALL POINT PEN - PRESS FIRMLY)

\* INDICATES REQUIRED FIELDS

DR.  MR.  MRS.  MS.

HEALTH GRP. NO. \*

HEALTH DIV. NO.

HEALTH CONTRACT NUMBER \*

DENTAL GRP. NO. \*

DENTAL DIV. NO.

DENTAL CONTRACT NUMBER \*

LAST NAME \*

FIRST NAME \*

MAIDEN/MIDDLE NAME

SUFFIX (JUNIOR, SENIOR)

SOCIAL SECURITY NUMBER \*

ADDRESS  BILLING  MAILING

CITY

STATE

ZIP

DATE OF BIRTH (MM/DD/YYYY) \*

PHONE NUMBER  HOME  WORK  CELL

 MALE  FEMALE

E-MAIL ADDRESS (Optional)

## COBRA APPLICANT INFORMATION

(If different from above)

LAST NAME \*

FIRST NAME \*

MAIDEN/MIDDLE NAME

SUFFIX (JUNIOR, SENIOR)

SOCIAL SECURITY NUMBER \*

ADDRESS  BILLING  MAILING

CITY

STATE

ZIP

DATE OF BIRTH (MM/DD/YYYY) \*

PHONE NUMBER  HOME  WORK  CELL

 MALE  FEMALE

E-MAIL ADDRESS (Optional)

## REASON I CAN CONTINUE COVERAGE

(Check one)

- Death  Divorce  Legal Separation  Dependent Married  
 No Longer An Eligible Dependent  Termination/Reduction in Hours  
 Employee is entitled to Medicare

DATE EVENT OCCURRED (MM/DD/YYYY) \*

## COORDINATION OF BENEFITS INFORMATION

If you, your spouse, or your dependents are covered by any other group health insurance, please give the following information.

NAME OF CONTRACT HOLDER

POLICY, ID, CONTRACT OR CERTIFICATE NUMBER

TYPE OF COVERAGE

GROUP NUMBER

INDIVIDUAL  FAMILY

EMPLOYER'S NAME

NAME OF INSURANCE COMPANY

## MEDICARE BENEFITS INFORMATION

If you, your spouse, or your dependents are covered by Medicare, please give the following information.

LAST NAME

FIRST NAME

MAIDEN/MIDDLE NAME

SUFFIX (JUNIOR, SENIOR)

MEDICARE NUMBER

(MM/DD/YYYY EFFECTIVE DATE)

PART A

(MM/DD/YYYY EFFECTIVE DATE)

PART B

(MM/DD/YYYY EFFECTIVE DATE)

PART D





# Important Information About Your COBRA Premiums

Blue Cross and Blue Shield of Alabama administers benefits for COBRA subscribers so long as their former employer maintains coverage by our company. This information is provided to inform you of important information as it relates to the administration of your COBRA coverage. The information is general because the COBRA law and regulations are complex. If you have a question about your eligibility for COBRA coverage, please call your group. If you have a question about payment for COBRA coverage after you are enrolled in COBRA, please call our Customer Service Department at 1 800 292-8868.

## **BILLING**

1. Please send your payment to Blue Cross promptly. Under COBRA regulations, Blue Cross will cancel your coverage when payment is not received within 30 days of the due date which appears on your bill. The only exception to the 30 day rule is the first payment due. You will have 45 days from election of COBRA to make the first payment. The first payment must include all premiums due since the effective date of your COBRA coverage. After the first payment, you will receive monthly invoice statements showing the monthly COBRA premium amount due. If the monthly COBRA premium amount shown to be due on the invoice statement does not match the monthly COBRA premium amount you received from your group, please call our Customer Service Department at 1 800 292-8868. If your coverage is cancelled because payment has not been received within the appropriate time frame, Blue Cross will not reinstate your COBRA coverage.
2. Each year rates for your group may increase. If this happens, your COBRA rates will also increase. Depending on when Blue Cross is notified and any new benefit issues are settled to establish new rates, you may be retroactively billed the rate increase.
3. If your check is returned to Blue Cross due to insufficient funds and we do not receive payment in full within 30 days of the due date which appears on your bill, your contract will be cancelled and will not be reinstated. If your check is returned to Blue Cross due to insufficient funds after 30 days of the due date, your contract will be cancelled and will not be reinstated.
4. If your former employer's coverage is cancelled with Blue Cross, then your COBRA coverage through Blue Cross is also cancelled. Likewise, if your former employer changes coverage to another carrier then your COBRA coverage by Blue Cross will be cancelled. You will be referred to your group for information on COBRA coverage by your new carrier.

## **PAYMENT PROCESSING**

Your health is important to us and we want to make sure you continue receiving the best coverage available. Here are four simple steps you can take to ensure continuous coverage while you are enrolled under your COBRA coverage:

1. Pay the exact amount due by the due date. Your payment is considered past due by the delinquent date.
2. If you do not receive a statement by the first of the month, please call our Customer Service Department at 1 800 292-8868 to arrange payment.
3. Always write your contract number(s) on your check.
4. If you have health and dental coverage, return both statements with a separate check for each coverage. Remember to put your contract number(s) on both checks.

## **CHANGES TO YOUR COBRA COVERAGE**

Any eligibility changes due to your COBRA coverage will be in accordance with the guidelines established by your group and must be reported to Blue Cross promptly.

1. To change your COBRA coverage from family to individual, your spouse must write us a letter that includes his or her signature, requesting to be removed from your COBRA coverage. If your spouse is being removed from your COBRA coverage because of a divorce or legal separation, the spouse may be eligible for an extension of COBRA coverage. Please refer to the COBRA Continuation Coverage Election Notice for more information about how to qualify for an extension of COBRA coverage in this case.
2. Address changes must be reported to us immediately by phone or letter.
3. Notify us if you become covered by any other group coverage or by Medicare.

**PLEASE DETACH AND RETAIN THIS PAGE**