



SUBMISSION INSTRUCTIONS – MEDICARE ADVANTAGE PLANS

Please make sure you submit both a copy of the DC Health Form along with any separate Medicare Advantage Plan required form.

Please include a copy of your Medicare Card.

All materials must be postmarked or received no later than the close of business on December 13, 2021.

Members can submit their materials to DCRB in a variety of ways:

- Fax us at (202) 566-5001
- Send United States Postal Service mail to us at:
District of Columbia Retirement Board
Attn: Member Services Center (Open Enrollment)
900 7th Street NW, 2nd floor
Washington, DC 20001

DC Government UnitedHealthcare Application Instruction

Companion Sheet

Please take note of the special instructions below for completing the UnitedHealthcare Application for the Medicare Advantage Plans. The application contains two separate forms, which must be completed. The first form is the 2022 Enrollment Request Form, the second form is the Outpatient Prescription Drug Plan Enrollment Form.

2022 Enrollment Request Form

Section 1:

- Under GPS Branch Number, which is always 001, Please enter the following information:

Bill Group:

1 - Retiree

2- Spouse

3- Disabled Dependent

4 - Surviving Spouse

After that, enter your Social Security Number

Format should appear as:

Bill Group: 1 EA ID: 123456789

- In the field marked Effective Date Requested, mark this field with the effective date of the plan. The effective date should always be the first of the month in which coverage should begin.
- Contracting Medical Group/Primary Care Physician (PCP) Name field and Contracting Medical Group/Doctor Number, these fields are not required and can be left blank.

Section 2:

- The Medicare Claim Number/Medicare Beneficiary Identifier is required. Applications will not process unless this field is completed. This number can be found on the retirees Medicare card (red, white, and blue card).

Section 4:

- Applicant Signature is required. Applications will not be processed if the signature field is blank.
- Today's Date is a required field. Please note: the signature date must be prior to the requested effective date in Section 1. If the signature date is later than the requested effective date, the coverage will be processed for the first of the following month.

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2022 Enrollment request form

1. Plan information

Plan sponsor

D.C. Government

 Group number
 13709

 GPS employer ID
 24957

GPS branch number: 001

Bill Group: EA ID:

Effective date requested:

(i.e., your proposed effective date, or on what day your coverage should begin)

Plan sponsor use ONLY: Please date stamp this document to indicate when you received the completed and signed form.

To enroll in the UnitedHealthcare® Group Medicare Advantage (PPO) plan, please provide the following:

2. Information about you (Please type or print in black or blue ink.)

Last name

First name

Middle initial

Birth date

Sex: Male Female
 Home phone number
 () —

 Mobile phone number
 () —

Medicare number

 Permanent residence street address (**P.O. Box is not allowed**)

City

County

State

ZIP code

 Mailing address (**Only if it's different from above. You can give a P.O. Box**)

City

State

ZIP code

Email address (optional)

TEAR HERE

TEAR HERE

Last name First name Medicare number

Some individuals may have other drug coverage, including other private insurance, TRICARE, Federal employee health benefits coverage, VA benefits or State Pharmaceutical Assistance Programs.

Will you have other prescription drug coverage in addition to our plan? Yes No

If “yes”, what is it?

Name of other insurance

Member number

Group number

Rx Bin

Rx PCN (optional)

Your answer to the following questions will not keep you from being enrolled in this plan:

3. A few questions to help us manage your plan

1. Would you prefer plan information in another language or an accessible format? Yes No

If “yes”, please select from the following:

Spanish Braille Other _____

If you don't see the language or format you want, please call us toll-free at **1-800-533-2743, (TTY 711)** during 8 a.m. - 8 p.m. local time, 7 days a week.

2. Do you or your spouse work?

Yes No

If “no”, what was your retirement date?

3. Do you have any health insurance other than Medicare, such as private insurance, Worker's Compensation, VA benefits or other employer coverage?

Yes No

If “yes”, please provide the following:

Name of the health insurance

Member number

4. Please give us the name of your primary care provider (PCP), clinic or health center.

Provider or PCP full name

Provider/PCP number

■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

(Please enter the number exactly as it appears on the website or in the Provider Directory. It will be 10 to 12 digits. Don't include dashes.)

TEAR HERE

TEAR HERE

What's next

 Last name First name Medicare number

5. Do you live in a nursing home or long-term care facility? Yes No

If “yes”, please give us information on the long-term care facility:

Name _____

Address _____

City _____

State _____

ZIP code _____

Date you moved there _____

4. ATTENTION – please sign and date

I understand that my signature on this enrollment request form means that I have read and understood the contents of this enrollment request form, including the Statements of Understanding, and that the information provided by me is accurate and complete. If my plan includes outpatient prescription drug benefits, I understand that my signature on this enrollment request form means that I will be automatically enrolled in my plan’s outpatient prescription drug benefits which includes Part D and supplemental prescription drug coverage. I understand that if I intentionally provide false information on this form, I will be disenrolled from the plan.

This enrollment request form must be signed, dated and received prior to your desired effective date. Upon receipt, the plan will process the form according to Medicare guidelines.

Signature of applicant/member/authorized representative

Today’s date

5. Authorized representative information

If I sign as an authorized representative, it means I have the legal right under state law to sign. I can show written proof (power of attorney, guardianship, etc.) of this right if Medicare asks for it. I understand that I will need to submit written proof of this right, to the plan, if I wish to take action on behalf of the member beyond this application. After this application has been approved and I have received my UnitedHealthcare member ID card, I can call Customer Service at the number on my UnitedHealthcare member ID card to update my authorization information on file.

Signature

Today’s date

TEAR HERE

TEAR HERE

What’s next

Last name First name Medicare number

6. If someone assisted you in completing this form, please have that person complete the information below

Signature (of individual who assisted in completing this form) **Today's date**

Plan representative, check here if you signed above and assisted in completing this form. Relationship to applicant

Sales representative/broker, please provide your signature and complete the information below:

Licensed sales representative/broker signature **Today's date**

Licensed sales representative/broker name (please print)

Agent/broker number

Referring broker number

7. For office use only

Agent name

Agent number

NIPR number

Effective date

Group number

PBP number

SEP Employer Group SEP ICEP/IEP AEP (type) _____

UnitedHealthcare Insurance Company complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-555-5757 (TTY: 711). 注意：如果您說中文，您可以免費獲得語言援助服務。請致電 1-800-555-5757 (TTY: 711).

TEAR HERE

TEAR HERE

What's next