



Application Instructions for Cigna Medical / Dental Application - 2017 Virginia

- 1. Please print all pages of the application.
- 2. Complete all questions and sections of the application. Please write legibly.
- 3. Complete the fax cover letter and application and fax or mail to Virginia Medical Plans. If you do not have access to a fax machine, send the completed application to Virginia Medical Plans. You can also scan/email to jkatz@vamedicalplans.com.
- 4. When faxing or emailing application to us, initial payment must be made by EFT or Credit Card.

HELPFUL TIPS:

Here is a checklist of a few things that are commonly overlooked and are mandatory in processing your application.

- · Select your preferred billing method.
- · Sign and date the application.

IMPORTANT:

If you are mailing the application to us, don't forget to enclose a check for the required payment made payable to Cigna if you are not paying by EFT or credit card for the first month.

Mail completed applications and check to:

Virginia Medical Plans Attn: New Enrollment 1404 Northpoint Glen Ct. Herndon, VA 20170

Virginia Medical Plans will review your application for completeness and accuracy before submiting it to Cigna for processing. This may reduce the approval time because they cannot process unclear or incomplete applications until the missing information has been gathered.

Please contact us if you have any questions regarding the application or the application process. You may reach us at 703-707-8270 or toll free at 888-396-2341 or e-mail us at jkatz@vamedicalplans.com.

Norvax form #IN-1





FAX COVER LETTER

(Please ignore this form if you do not have access to a fax machine.)

**Please FAX this cover letter with the completed application to:

Virginia Medical Plans FAX# 888-514-4258

Dear Virginia Medical Plans,

Please accept my completed application for submittal and contact me to confirm receipt of this application

Name		
E-mail		
Date		
Time		
	Please contact me at this phone number	after you have reviewed my
	application for completeness and accuracy.	
	I will contact Virginia Medical Plans at 703-707-8270 or toll free at 888-396-2341	to verify receipt of my application.

Norvax form #CS-1

Primary Applicant Name	
Enrollment Form ID	

Cigna Health and Life Insurance Company

Virginia Individual and Family Plan Enrollment Application / Change Form 900 Cottage Grove Road, Bloomfield, CT 06002 **Individual and Family Major Medical Health and Dental Plans**

Our medical plans are only available in the following coverage areas/counties:

Richmond: Amelia, Charles City, Chesterfield, Dinwiddie, Hanover, Henrico, Prince George, Sussex, Colonial Heights City, Hopewell City, Petersburg City, Richmond City Northern: Alexandria City Adjunton Clarke Fairfax City Fairfax, Falls Church City Loudoup, Manassas City Manassas Park City Prince William, Stafford Warren

Northern. Alexandria City, Annigum, Clarke, 18	airiax City, Fairiax, Faiis Church City, Loudouii, Maiiass	33 City, Maliassas Falk C	ity, rinice william, stanoid	ı, vvaiicii			
Section A. Type of Application		ļ.					
New Enrollment Application: ☐ Applicant Only ☐ Applicant and Deperment of the Properties of the Application for each accepted. Existing Individual Plan Policy Member reach add Family Member(s) or ☐ Request	will not be Effective Heal	Requested Effective Date:* 1st of the Month of Effective dates are assigned to the 1st of the month. Cigna Health and Life Insurance Company will assign the next available effective date if not selected by the applicant.					
•	Subscriber Name:Subscriber ID:						
	than 60 days after the Signature Date. No Effective Do		ior to or on the Signature D	 Date without a triggering event			
Section B. Enrollment Criteria							
☐ Annual Open Enrollment ☐ Special Enrollment Period (Select the trig) To apply for Special Enrollment Period an to apply for coverage. Triggering events dexpiration of COBRA coverage; and situation to determine your effective date and plan. ☐ An eligible individual, and any depend. ☐ An eligible individual gained or becam. ☐ An eligible individual gained or becam. ☐ An eligible individual experienced and eligible individual or enrollee made. ☐ An eligible individual and his or her detan misconduct, or due to a reduction. ☐ An eligible dependent spouse (or down Medicare, divorce or legal separation of an eligible individual loses his or her detan and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual is mandated to be a second and eligible individual experienced and eligible individual experienced and experienced and eligible individual experienced and experienced and eligible individual experienced and experienced and eligible eligible eligible individual experienced and eligible	applicant must experience a Triggering Event and had not include loss of coverage due to failure to malions allowing for a rescission under federal law. Plean eligibility. Valid documentation will be required to dent(s), loses his or her minimum essential coverage and a dependent through marriage and a dependent through birth, adoption, or placemeeror in enrollment e a permanent move and new coverage is available expendent(s) lose employer-sponsored health plan con in work hours mestic partner) or child loses coverage under an emof the covered employee, and death of the covered dependent child status under a parent's employer-s be covered as a dependent pursuant to a valid court	nas 60 days from the da ke premium payments ase select the applicab be submitted for all Sp e for reasons other tha ent for adoption, or pla overage due to involur aployer-sponsored hea employee ponsored health plan	ate of that event, (includir on a timely basis, includir le triggering event reason pecial Enrollment events. In the reasons stated abou deement in foster care Intary termination of empl lith plan due to employee	ng the date of the actual event) ng COBRA premiums prior to n(s) and date(s) below in order ve			
For any Special Enrollment Period reason, pro	ovide:	and	Event Date(s):				
ivallic(3).		and	בייכווג שמנכ(ג)				
Section C. Benefit Plan Options							
EPO Plans **Cigna Connect HSA 5000 **Cigna Connect 5750 **Cigna US-VA Connect 6650 **Cigna Connect 2500 **Cigna Connect 4500 **Cigna Connect 2000 **Cigna Connect 2000 **Cigna US-VA Connect 3500 **Cigna Connect 1200	Select Desired Dental Benefit Plan: Cigna Dental Preventive Cigna Dental 1000 Cigna Dental 1500	Primary: Spouse (or Domesti Dependent 1: Dependent 2:	c Partner):				

	Prin	nary Applicant	Name			E	nrollmen	it Form ID	
Section D. App	licant, Spor	use/Domestic P	artner ar	nd Dependent	Information				
Applicant's Last				First Name:			M.I.	iTIN:	
								Social Security Number:	
Date of Birth:	Age:	Single		Male	Select your choice of Pr	imary Care Physi	cian (PCP).		
		☐ Married		Female	First Name:			Last Name:	
					PCP ID Number:			6 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
					**Plans with this asteri		required. I	f you do not select a PCP, or	ne will be assigned for you.
1 1:			N		Current Patient: \(\square\) Yes	5 ∐ N0			
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ii you alisweled T	C3 TOTTICADOV	equestion, provide	. Harries of h	iculcare emonee	J				
Is any applicant eli	gible for Medi	icare, due to ag	e? Y	es No					
If you answered "Y	es" to the abov	e guestion, provid	e names of	individual(s) eli	gible for Medicare:				
Custodial Paren					_			Relationship to Applicar	
Custoulai Faleli	t or Legal du	iaiuiaii Naiile (i	от аррис	ants under the	aye 01 10).			relationship to Applical	II.
Mailing Address —	Home Addres	s Required		Billing Addres	s — If different than mailin	g address	Home P	hone Number:	
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Spouse/Domest	ic Partner's I	Last Name		F	irst Name		M.I.	iTIN:	
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Date of Birth:	Age:	Single		Male	Select your choice of Pri	, ,			
		☐ Married		Female	First Name:			Last Name:	
					PCP ID Number:			fuou do not coloct a DCD or	ne will be assigned for you.
					Current Patient: Yes		requireu. II	i you do not select a r cr, oi	ie wiii be assigneu ioi you.
Is any applicant en	rolled in Medi	 care? □Yes □	No		carrener adent.				
If you answered "Y	es" to the abov	requestion, provide	enames of N	Medicare enrollee	·S:				
Is any applicant el If you answered "Y	igible for Medi 'es" to the abov	icare , due to ag vequestion, provide	e? □ Ye enames of i	s □ No ndividual(s) eligi	bleforMedicare:				
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Please Write In

	ary Applicant N	ame		Enro	ollment Form ID		
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Dependent child ☐ Check here if			6. ditional dependents on an	attached separate page	2.		
Applicant's Dep			<u> </u>	t Name		M.I. iTIN:	
						Social Security Number:	
Date of Birth:	Age:	Single	□ Male	Select your choice of P			
		☐ Married	☐ Female	First Name:		Last Name:	
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				Current Patient: Ye		required. If you do not select a rel, t	one will be assigned for you.
*A medical child			r (*QMCSO)? Yes No		ve medical bene	fits which the responsible parent	is eligible for under a
health plan.							
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Applicant's Dep	endent Last N	lame	Firs	t Name		M.I. iTIN:	
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	Primary Applicant Name		Enrollment Form ID
D1.	Do all enrollees reside, live or work within Virginia and within the lf you answered "No" to the above question, provide names of nor	•	the selected benefit plan?
Sec	ction E. Current Coverage and Additional Prior Coverage In	formation	
To b	be completed when purchasing a medical plan.		
E1.	. Does any applicant(s) have current health care coverage? \Box Y	es 🗆 No	
E2.	. If any applicant answered "Yes" to any of the above, please particular Applicants Covered:		
	Most Recent Coverage Start Date:	Termination Date:	
E3.	Does this information apply to all family members on this applica If "No", please add additional coverage information in the space p Applicant #1 Name:	rovided below.	
	• •		Termination date: (MM/DD/YYYY):
	• •		Termination date: (MM/DD/YYYY):
	Most recent health coverage start date: (MM/DD/YYYY):		Termination date: (MM/DD/YYYY):
To b	be completed when purchasing a dental plan.		
E4.	. Does any applicant(s) have current dental care coverage? \Box \(\begin{align*} \text{ \text{ \text{ \text{P}}}} \end{align*}	∕es □ No	
E5.	Applicant Covered:		
Ł6.	Does this information apply to all family members on this application, please add additional coverage information in the space p	rovided below.	
	Applicant #1 Name: Most recent dental coverage start date: (MM/DD/YYYY):		Termination date: (MM/DD/YYYY):
	Most recent dental coverage start date: (MM/DD/YYYY):		Termination date: (MM/DD/YYYY):
	Applicant #3 Name: Most recent dental coverage start date: (MM/DD/YYYY):		Termination date: (MM/DD/YYYY):
E7.	. Do you intend to lapse or otherwise terminate existing health ins \square Yes $\ \square$ No	surance and replace it with	a policy to be issued by Cigna Health and Life Insurance Company?
Sec	ction F. Health Related Questions		
F1.	 Has any applicant smoked or used tobacco products on average to cigars and pipes, excludes religious or ceremonial use of tobacco 		per week within the past six months (includes chewing tobacco, cigarettes,
	If yes, list applicant name(s) and the last time they smoked or us Name(s):	sed tobacco products:	
Sec	ction G. Important Information		
1. [☐ I prefer to receive written correspondence regarding this applica	ation via email.	
	Please do not cancel other current health insurance coverage until v pplication has been approved, and you and your dependents are in		ved from Cigna Health and Life Insurance Company indicating that your

Primary Applicant Name		Enrollment Form ID		
Section H. Payment Method NOTE: Electronic Funds Transfer - EFT (Automatic draft from a checking or savings applications. The accounts will be charged only upon approval of your Application.		he only initial payment methods allowed for online or faxed		
Initial Premium Payment Method: ☐ Electronic Funds Transfer (EFT) ☐ Automatic Credit Card Payment	☐ Paper Check			
Electronic Funds Transfer − EFT (Automatic draft from a checking or savings Yes, I am requesting EFT both for my initial payment and for ongoing monthl Yes, I am requesting EFT for my initial payment. I agree that I am responsible electronic bills (eBills) to be sent to my email account as provided in Section	ly payments (no paper or ele e for initiating all subsequent	, -		
Initial Premium Payment Method: Use this account for my initial and su Account Number: Checking Routing Number: Checking	ubsequent premium paymen	ts.		
Name of Bank: Name(s) on Ac	count:			
For Subsequent Premium Payments (If you desire to use a different bank ac Account Number: Checking Routing Number: Checking				
Name of Bank: Name(s) on Ac	ccount:			
I authorize the Company (Cigna Health and Life Insurance Company) to make monthly withdrawals, in the amount of my monthly premium, from my bank account as identified on this form and authorize the banking facility (Bank) to charge such withdrawals to my account. This authority will remain in effect until the Company receives written notice from me that the authority is terminated. Such termination will be effective with respect to the next premium due following 21 days after the written notice is received by the Company. I understand that if for any reason, a withdrawal is not honored by the Bank (including, but not limited to, insufficient funds or my direction to the Bank not to honor the withdrawal) my health care contract premium will be unpaid, and failure to pay my health care contract premium may result in termination for my health care contract, that I may be charged an administration fee in addition to my healthcare premium, and that this authorization will remain in place until cancelled and that any due or past due premiums may be withdrawn under this authorization. I understand and agree that termination of this authorization does not relieve me of responsibility for charges incurred under my health care contract. I agree to indemnify and hold harmless the Company and its affiliates and employees for any claims arising out of transfers or deductions from my account in accordance with this authorization unless the Company's actions were grossly negligent.				
Any premium adjustment will automatically be charged to your account. Please be	advised that the premium adj	iustment may reflect an increase.		
Credit Card (Available for initial payment only)	□ VISA □ MASTI	ERCARD		
Cardholder's Name — exactly as it appears on the card:				
For Initial Premium Payment Account Number: Account Holder's ZIP Code: Account Holder's ZIP Code:	3-Digit Code	Card Expiration Date:		
Any premium adjustment will automatically be charged to your account. Please be	advised that the premium adj	iustment may reflect an increase.		
For Paper Application: <i>Please check here:</i> Paper check is attached or	☐ Credit card information	provided.		
Ongoing Payment Options if paying by paper check or credit card for initial Monthly Paper Bill: Yes, I am submitting a paper check (or have selected the payments.		-		
☐ EFT Draft: Yes, I am submitting a paper check for my initial payment (or have ongoing monthly payments. (No paper or electronic monthly or quarterly bill				
Monthly Electronic Bill (eBill): Yes, I am submitting a paper check (or have sinitiating all subsequent electronic monthly payments. I am requesting montapplication.				
For Online electronic submitted Application: Ongoing Payment Options if Credit Card Option was selected for initial	payment (please select o	ne option only).		
☐ EFT Draft: Yes, I agree to recurring automatic EFT drafts for my ongoing mon complete the EFT section above.	thly payments. (No paper or	electronic monthly billing statement will be issued.) Please		
☐ Monthly Electronic Bill (eBill): Yes, I agree that I am responsible for initiatin to be sent to my email account as provided in Section D of this application.	ng my ongoing electronic mo	nthly payments. I am requesting monthly electronic bills (eBills)		

Primary Applicant NameEnrollment Form ID					
Section I. Statement of Accountability — To be completed when applica	ınt cannot co	omplete the application.			
l,		, personally read and com	pleted this Enrollment Application Form for		
the Applicant named below because:					
$\hfill \square$ Applicant does not read English $\hfill \square$ Applicant does not speak English	☐ Appli	cant does not write English			
☐ Other (explain):					
I personally translated the contents of this application disclosed by:					
l also personally translated and fully explained the Conditions and Agreeme	ent Section:				
Signature of Translator required (Excludes Parent Signature if Child Only App			Today's Date required		
Section J. Producer Section					
Writing Producer Name: Jonathan Katz		Producer Code: 448481			
Street Address:		City:	State:		
1404 Northpoint Glen Court		Herndon	ZIP Code: 20170		
Email Address: jkatz@vamedicalplans.com					
Phone Number: 703-707-8270					
Are you aware of any information about your client not disclosed on this application?					
Did you see the proposed applicant at the time this application was completed? If "No", please explain:	☐ Yes ☐ No				
I verify that the application was completed by the applicant unless otherwis	se noted in 1	the Statement of Accountability.			
Signature of Writing Producer:	ignature of Writing Producer: Date:				
Please enter the name of the Agency/Producer that checks are to be made payable Katz Insurance Group LLC	to if differer	t from Writing Producer.	Producer Code: 448481		
Street Address: 1404 Northpoint Glen Court		^{(ity:} Herndon	State: VA ZIP Code: 20170		
Email Address: jkatz@vamedicalplans.com					
Phone Number: 703-707-8270					
Cigna Health and Life Insurance Company Sales Representative Last Name: Katz First Name: Jona					
Section K. Contact Information					
Please return the application enrollment form to the broker or submit to the address listed below:					
Cignae Healthaont kifekins neances Sompany Andividual and Family. Rlank x POxBox 308662 x Tempae x 1x 32 63 0 x 32 62 FAX # 8 77 x 88 4 59 2 7 x	Medical Plans orthpoint Glen Court n, VA 20170	Questions? Call 1-888-396-2341 or 703-707-8270			
WWW.Gigne.com OR fax securely to: 1-888-514-4258					
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Primary Applicant Name	Enrollment Form ID	

Section L. Instructions

- The applicant is responsible for ensuring that the application is complete and truthful.
- · Print clearly using black or blue ink.
- The application must be received by Cigna Health and Life Insurance Company within 30 days from the signature date.
- Coverage will become effective only if this application enrollment form is accepted and appropriate premium is enclosed.
- Do not cancel your current coverage until you have received notification from Cigna Health and Life Insurance Company.
- Effective dates are generally assigned to the 1st or 15th of the month. The next available effective date will be assigned, if not selected by the applicant.

Section M. Conditions and Agreement/Authorization

- 1. I understand that any person who, with the intent to defraud or knowingly that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may have violated state law.
- 2. I understand that I or my authorized representative is entitled to receive a copy of this authorization form.
- 3. I understand that information disclosed pursuant to this Authorization may be subject to re-disclosure by the recipient and will no longer be protected by federal privacy regulations.
- 4. If the applicant is a minor, I accept full legal and financial responsibility for the coverage and information provided on this application. (Court documents establishing guardianship must be submitted if the responsible adult is not the parent).

I acknowledge and agree that coverage shall become effective only after (a) this signed Application has been accepted by Cigna Health and Life Insurance Company, and (b) a contract has been issued by Cigna Health and Life Insurance Company.

I AGREE ON BEHALF OF MYSELF AND AS AUTHORIZED AGENT OR REPRESENTATIVE OF MY ELIGIBLE DEPENDENTS TO THE PROVISIONS CONTAINED ON THIS FORM, INCLUDING THE PROVISIONS REGARDING THE COLLECTION, USE, AND DISCLOSURE OF PROTECTED HEALTH INFORMATION.

All applicants 18 years and older must sign and date application. Applicants under the age of 18 require custodial parent or legal guardian signature acknowledging their understanding of an agreement to the conditions listed above.

The above statements are true and complete to the best of my knowledge and belief. I understand and agree that for my child, and/or me and my eligible dependents, these statements shall be the basis for determination of acceptance for coverage under my applicable Cigna Health and Life Insurance Company benefit plan. I acknowledge and agree that any misrepresentation or intentional omission may render this contract null and void from its date of issue in accordance with applicable law. If my coverage is revoked, I will receive written notice that will explain the decision and my right to appeal. I also understand that I will be required to pay for any services that were covered while a member and that Cigna Health and Life Insurance Company will refund all amounts paid by me except amounts owed to Cigna Health and Life Insurance Company.

The undersigned applicant and the agent certify that the applicant has read, or had read to him, the completed application and that the applicant realizes that any false statement or misrepresentation in the application may result in the loss of coverage under the policy.

Insurance With Other Companies. If an insured person has coverage that provides the same benefits under this policy with another carrier (of which Cigna Health and Life Insurance Company has not received written notice of the coverage prior to the loss), the only liability Cigna Health and Life Insurance Company shall be responsible for is the amount which otherwise would have been payable under this policy. Payment will never exceed the total of the incurred expenses or the maximums shown in the schedule. Cigna Health and Life Insurance Company shall return promptly such portion of any premium paid as shall exceed the pro rata portion for the amount so determined.

The undersigned applicant and the agent, if applicable, certify that the applicant has read, or had read to him, the completed application and that the applicant realizes that any false statement or misrepresentation in the application may result in the loss of coverage under the policy.

Primary Applicant Signature:	Today's Date: (MM/DD/YYYY)
Custodial Parent or Legal Guardian Signature (for applicants under the age of 18):	Today's Date: (MM/DD/YYYY)

Primary Applicant Name	Enrollment Form ID
Section N. Notice to Applicant (Complete this section ONLY if you are replaced)	cing an existing policy with a Cigna Health and Life Insurance Company policy)
NOTICE TO APPLICANT REGARDING REPLACEMENT OF ACCIDENT AND HEALTH INSURAN	ICE
	cident and health insurance and replace it with a policy to be issued by Cigna Health and aware of and seriously consider certain factors which may affect the insurance protection
(1) You may wish to secure the advice of your present insurer or its agent regarding the your best interest to make sure you understand all the relevant factors involved in	ne proposed replacement of your present policy. This is not only your right, but it is also in replacing your present coverage.
the application concerning your medical/health history. Failure to include all mate	ace it with new coverage, be certain to truthfully and completely answer all questions on rial medical information on an application may provide a basis for the company to deny en in force. After the application has been completed and before you sign it, reread it
The above "Notice to Applicant" was delivered to me on:	
Date: (MM/DD/YYYY):	
Applicant's Signature:	