



# Municipalities, Colleges, Schools, Insurance Group

# ENROLLMENT FORM

DISTRICT USE						
Group # (4-digit District ID)				Subgroup # (3-digit employee class)		

I. EMPLOYEE INFORMATION										
Social Security Number ____		First Legal Name		MI	Last Legal Name		Mailing Address	City	State	Zip Code
Date of Birth - - / /	Gender (type below)	Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Domestic Partner		Are you married to a MCSIG covered employee? <input type="checkbox"/> Yes <input type="checkbox"/> No		Email _____ @ _____		Home Phone (____) _____		

II. MCSIG PLAN SELECTION								
NOTE: Employees must enroll in their own plan in order to be enrolled as a dependent of another employee's MCSIG plan								
NEW ENROLLMENT	COVERAGE OPTIONS	MEDICAL PLAN OPTIONS					DENTAL PLAN OPTION	VISION PLAN OPTION
EFFECTIVE DATE - / - /		PPO \$25	PPO SELECT	Trio HMO	COMPLETECARE	KAISER PLAN High	Medium w/Ortho	Plan B
	Employee Only							
DATE OF HIRE / /	Employee + One							
	Employee + Family							

III. DEPENDENT ENROLLMENT INFORMATION (Please list all dependents to be enrolled (Attach additional sheets if necessary.) Documentation required: Marriage License, Birth Certificate, etc... See reverse													
MEDICAL	DENTAL	VISION	RELATIONSHIP Type for each	GENDER Type for each	EFFECTIVE DATE	LAST NAME	FIRST NAME	MI	SOCIAL SECURITY # REQUIRED	Has other health plan? Enter YES or NO	BIRTH DATE	AGE	TOTALLY DISABLED? Enter YES or NO

IV. LIFE INSURANCE BENEFICIARY DESIGNATION* – To be completed by employee. If more space is needed, please attach separate page. *Life Insurance is provided with Medical Plan enrollment only.								
Beneficiary #1 Name		Address		City	State	Zip Code	Relationship	Percentage %
Beneficiary #2 Name		Address		City	State	Zip Code	Relationship	Percentage %

PLEASE READ CAREFULLY-SIGNATURE REQUIRED

I attest by signing below that I have reviewed the information provided on this application and to the best of my knowledge and belief, it is true and accurate with no omissions and misstatements.

**DEDUCTION AUTHORIZATION:** If applicable, I authorize my employer to deduct from my wages the required contribution.

**NON-PARTICIPATION PROVIDER:** I understand that I am responsible for a greater portion of my medical costs when I use a non-participating provider.

**ELIGIBILITY:** I understand that eligible dependents must be enrolled within 31 days of a qualifying event. If a dependent is no longer eligible for coverage (i.e., divorce, overage child, etc.) I will notify MCSIG of the change within 31 days. Adding ineligible dependents to the MCSIG plans constitutes fraud, and I will be liable to pay back any claims paid for ineligible members.

**SETTLEMENT OF DISPUTES:** I understand that MCSIG has a Settlement of Disputes process, as described in the Benefits Booklet (available at [www.mcsig.com](http://www.mcsig.com)).

**AUTHORIZATION:** I hereby authorize my physician, health care practitioner, hospital, clinic, or other medical or medically related facility to furnish an agent of MCSIG any and all records related to medical history, services rendered, or treatment given to anyone enrolled in my health plan for purpose of review, investigation, or analysis of any application or claim. I also authorize MCSIG or its agents, designees or representatives to disclose to a hospital or health care service plan, self- insurer or insurer any such medical information obtained if such disclosure is necessary if such processing is necessary to allow the processing of any claim. This authorization shall become effective immediately and shall remain in effect as is necessary to enable MCSIG to process claims.

**Summary of Benefits and Coverage (SBC)** summarizes important information about any health care option in a standard format and is available on the web at [www.MCSIG.com](http://www.MCSIG.com). A paper copy of the SBC and Plan Handbook is also available, free of charge, by calling 1(800) 287-1442 (toll free). The information you are asked to provide on this enrollment form is used only for technical and administration purposes and is not shared with anyone outside of the confines of administering your health care coverage.

Employee Signature: X

Date:

**REQUIRED DOCUMENTATION\* Attach copies of:** Certified Marriage Certificate, Domestic Partner State Registration Certificate (Same sex partners or opposite sex partners), Birth Certificates (for ALL dependent children), Adoption (Adoption Placement Papers), Legal Guardianship (final paperwork showing effective date), Proof of enrollment in other medical coverage (for employee to opt-out of medical plan), MCSIG Disabled Dependent Form. \*Any required documentation that is not included with the enrollment form will delay the enrollment process.

PPO Select Plan Disclaimer

I understand that by enrolling in the PPO Select plan, my dependents and I do **not** have out-of-network coverage. I can search for BlueShield of California in-network providers at: [Blue Shield/MCSIG's microsite](#).

Initial

I have reviewed this information with my adult dependents covered by my plan and they understand the plan restrictions.

Initial

I understand that the PPO Select plan **excludes:** Monterey County hospitals and their owned facilities that bill under the Monterey County hospitals Tax ID #. The excluded hospitals are Community Hospital of the Monterey Peninsula, Natividad Medical Center, and Mee Memorial Hospital. Note: Salinas Valley Health Medical Center is in-network, effective 3/1/24. Note: you and your dependents will be covered in the case of a true emergency (e.g. taken by am ambulance, severe and sudden pain, broken bones or referral by a medical provider). All plan design charges will apply. Please note: that the billing submitted by the hospital is what will determine if the visit was a true emergency. If referred to one of the above hospitals by your doctor, urgent care facility, Teladoc, Transcarent or any other medical provider but the hospital bill does not reflect an emergency, call MCSIG Customer Service at (831) 755-8055 to report the referral so that your claim can be reviewed.

For a list of in-network hospitals, register and search at: [Blue Shield/MCSIG's microsite](#).

Initial

The PPO Select Plan includes Transcarent Surgery Care, a free high-quality surgery benefit with more than 100% coverage and no out-of-pocket expenses. Their suite of tools, services and dedicated Care Coordinators are available to help you when considering a planned surgery. Get connected with a Care Coordinator at (855) 586-2744. Once enrolled and benefits have been activated, obtain further guidance to best manage your healthcare needs, by registering online at [webapp.transcarent.ai/activate](http://webapp.transcarent.ai/activate) and connect with a health guide to get concierge-level support on your needs. In addition, MCSIG Customer Service is at your service at (831) 755-8055, M-F 8-5 p.m. I attest by signing below that I have reviewed the PPO Select Disclaimer within this document. I understand that I am eligible to change plans during Open Enrollment every November for a January 1 effective. I may also change plans if I encounter a qualifying event outside of Open Enrollment (e.g. marriage, divorce, birth of a child). Please refer to your Benefit Booklet for a complete list of qualifying events at: [www.mcsig.com](http://www.mcsig.com) (under the Health Plans tab).

Insured Legal Name:

Insured Signature:

Date:

DECLINATION OF COVERAGE FORM

I was provided with and am signing acknowledgment of review and receipt of coverage and enrollment information for the insurance coverages provided through MCSIG.

I hereby decline the indicated coverages offered for the following persons:

SELF	SSN
<div>Check applicable coverages: <input type="checkbox"/> Medical* <input type="checkbox"/> Dental <input type="checkbox"/> Vision</div> <div>*MUST provide proof of other medical coverage</div>	
SPOUSE	SSN
<div>Check applicable coverages: <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision</div> <div>Check reason: <input type="checkbox"/> covered under another plan <input type="checkbox"/> not covered, but do not choose to enroll at this time</div>	
CHILD	SSN
CHILD	SSN
CHILD	SSN

Check applicable coverages: ☐ Medical ☐ Dental ☐ Vision

Check reason: ☐ covered under another plan ☐ not covered, but do not choose to enroll at this time

I, the undersigned, understand that if I decline medical coverage (includes declining Life Insurance) at this time, I waive my right to re-enroll in the medical plan until the next annual open enrollment\*

Initial

I, the undersigned, understand that if I decline dental coverage at this time, I waive my right to enroll in the dental plan until the next annual open enrollment\*

Initial

I, the undersigned, understand that if I decline vision coverage at this time, I waive my right to enroll in the vision plan until the next annual open enrollment\*

Initial

\*ACTIVE EMPLOYEES are eligible to participate in the Annual Open Enrollment.

\*RETIREES are not subject to the Annual Open Enrollment.

Employee Name

Employer

Employee Signature

Employer Representative & Title

Date

Date

RETURN YOUR COMPLETED FORM TO YOUR EMPLOYER BENEFIT REPRESENTATIVE FOR PROCESSING. PLEASE RETAIN A COPY FOR YOUR RECORDS.

MCSIG\_Hartnell Enrollment Form Revised 6-4-2025