



<b>TO BE COMPLETED BY EMPLOYER</b>
Employer Name: _____
Group Number: _____

## Termination of Coverage Form

Employer is to complete this form to terminate coverage for an employee and/or the employee's dependents. See Page 2 for more information.

### EMPLOYEE INFORMATION

Subscriber Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Subscriber Number or Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County: \_\_\_\_\_

### QUALIFYING EVENT (Continuation Coverage)

Coverage (check all that apply):  Medical Plan  Dental Plan  Vision Plan

Coverage Effective Date: \_\_\_\_\_ Qualifying Event Date: \_\_\_\_\_ Last Day of Coverage: \_\_\_\_\_ COBRA Begin Date: \_\_\_\_\_

**EMPLOYEE**

Termination of Employment

Lay-off

Medical Leave of Absence

Non-Medical Leave of Absence

Other, Explain: \_\_\_\_\_

Reduction in Hours (Full-time to Part-time)

**DEPENDENT**

Death of Covered Employee

Employee's Entitlement to Medicare

➤ Did the employee term employment or have reduction in hours?  Yes  No

Child's Loss of Dependent Status

Divorce, please attach copy of divorce decree or ex-spouse's signature below.\*

Other, Explain: \_\_\_\_\_

List Dependents: \_\_\_\_\_

### VOLUNTARY TERMINATION OF SUBSCRIBER AND/OR DEPENDENT(S) COVERAGE

Coverage (check all that apply):  Medical Plan  Dental Plan  Vision Plan

Last day of coverage: \_\_\_\_\_

Termination of Subscriber Coverage  Termination of Dependent(s) Coverage (List names below.)

List Dependent(s): \_\_\_\_\_

Reason (check one):  Other Coverage  Terminating Coverage Voluntarily (still employed)  Other: \_\_\_\_\_

NOTE: Avera Health Plans **requires** the signed consent from the subscriber and dependent spouse\* for any voluntary termination of coverage.

I understand that the termination date with Avera Health Plans will be the last day of the month in which termination was requested or the last day of the month in which this form is received by Avera Health Plans, whichever is later.

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

I, the undersigned, hereby give my informed consent to be terminated from dependent spouse coverage under Avera Health Plans.

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

### EMPLOYER INFORMATION The following must be completed by an authorized employer group representative.

Name/Completed By (please print): \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Please fax completed form to (605) 322-4689 or mail to: Avera Health Plans, Enrollment Dept.  
5300 S. Broadband Ln.  
Sioux Falls, SD 57108-2221

If any questions, please call our Service Center at (605) 322-4545 or toll-free 1 (888) 322-2115, 8 a.m. to 5 p.m. CT, Monday through Friday.

# Instructions for Completing the Termination of Coverage Form

Use this form to terminate coverage for an employee or an employee's dependents.

## EMPLOYEE INFORMATION SECTION

Complete this section with the employee's information as requested.

## QUALIFYING EVENT SECTION

**To Be Completed by the Employer:** Complete this section if the employee is terminating coverage or a dependent is terminating coverage *and* there is a qualifying event for continuation coverage. It is important that all requested fields are completed so that we can administer continuation coverage rights accordingly.

**Coverage Effective Date:** Enter the original effective date of coverage.

**Qualifying Event Date:** Enter the date on which the qualifying event occurred. For example, if the event is *Termination of Employment*, the qualifying event date would be the last day that the employee worked, although coverage may extend through the end of that month. The qualifying event date is required for the administration of continuation coverage.

**Last Day of Coverage:** Enter the date on which the employer-paid coverage ceases. For example, an employee may leave employment on Oct. 15 (the qualifying date) and be covered through the end of the month, Oct. 31. Therefore, Oct. 31, would be the last day of coverage.

**COBRA Begin Date:** This is the first day of the COBRA continuation period. In most cases, the COBRA begin date is the first day of the month following the date of the qualifying event. For example, the qualifying event date is Oct. 15. The last day of coverage would be Oct.31. Therefore, COBRA coverage begins Nov. 1.

Sometimes there may be contractual arrangements where an employee's coverage is paid for a period of time by the employer and this paid portion is not included in the COBRA continuation period.

## VOLUNTARY TERMINATION OF SUBSCRIBER AND/OR DEPENDENT(S) COVERAGE SECTION

**Employer Requirements:** Complete this section if an employee or the employee's dependent(s) *voluntarily* requests to cancel their coverage. A voluntary cancellation of coverage does not constitute a qualifying event for continuation coverage. Check all applicable boxes and note date of cancellation.

**Avera Health Plans must be notified in writing prior to the date to end coverage for any voluntary terminations.** Cancellation will take place on the last day of the month in which the termination was requested or the last day of the month in which this Termination of Coverage Form was received by Avera Health Plans, whichever is later.

**Employee Requirements:** To voluntarily cancel coverage for the employee or the employee's dependents, the employee's signature is required.

**Spouse's Signature Requirements:** If the covered, dependent spouse requests to voluntarily cancel coverage, the signature of the spouse is required.

## EMPLOYER INFORMATION SECTION

An authorized employer representative is required to sign and complete this section to authorize Avera Health Plans to process any termination of coverage request.

