Duke | HUMAN RESOURCES

**2025 Open Enrollment**

# Medical/Dental/Vision Enrollment Form

| Employee Last Name | First Name | MI | Hire Date | Duke Unique ID # |
|---|---|---|---|---|
| | | | | |

| Home Address | | | Phone #s |
|---|---|---|---|
| | | | Home: |
| City: | State: | Zip Code: | Office: |

**Tobacco Status –** Have you used tobacco in any form more than five times in the last month (excludes nicotine gum and patches)? ◉ Yes ○ No

My Medical Plan Election is: (select one)

○ Duke Select HMO ○ Duke Basic HMO ○ Blue Care HMO ○ Duke Options PPO ○ Duke USA PPO ◉ No Coverage

**Medical Plan Effective Date: JANUARY 1, 2025**

Medical Coverage Level: ○ EE Only ○ EE + Spouse ○ EE + Child ○ EE + Children ○ EE + Family

My Dental Plan Election is: (select one)*

○ Dental PPO ○ Plan A ◉ Plan B ○ No Coverage

**Dental Plan Effective Date: JANUARY 1, 2025**

Dental Coverage Level: ◉ EE Only ○ EE + Spouse ○ EE + Child ○ EE + Family

*If you or a dependent are not currently enrolled for **2024** dental coverage through Duke and enroll for **2025**, you and/or the dependent will be considered a "late entrant". As a late entrant, your benefits for the first 12 months will be limited to preventive services: two preventive routine care exams (not including x-rays), two prophylaxis (routine) cleanings, and for children under age 19, one fluoride application. No other procedures would be covered during the first 12 months.

My Vision Plan Election is : (select one)

◉ Vision Plan ○ No Coverage

**Vision Plan Effective Date: JANUARY 1, 2025**

Vision Coverage Level: ◉ EE Only ○ EE + Spouse ○ EE + Child ○ EE + Children ○ EE + Family

I wish to cover the following dependents under my medical, dental, and/or vision plan as indicated below:

| Relation | Medical | Dental | Vision | Last Name | First Name | MI | Sex | Birthdate |
|---|---|---|---|---|---|---|---|---|
| Spouse | ☐ | ☐ | ☐ | | | | | |
| Child | ☐ | ☐ | ☐ | | | | | |
| Child | ☐ | ☐ | ☐ | | | | | |
| Child | ☐ | ☐ | ☐ | | | | | |
| Child | ☐ | ☐ | ☐ | | | | | |
| Child | ☐ | ☐ | ☐ | | | | | |
| Child | ☐ | ☐ | ☐ | | | | | |

**Definition of Dependent(s): Child(ren):** Your biological children, stepchildren, adopted children, children of your registered same-sex spousal equivalent, foster children or children for whom you are a legal guardian, up to their 26th birthday, or who are mentally or physically disabled and incapable of self-support after age 26, as long as their disability began before they turned 26, and they were covered under a Duke medical plan when they turned age 26.

**Spouse:** The employee's spouse (marriage certificate may be required).

**Ineligible:** Under no circumstances may an employee enroll grandchildren, siblings, or other family members, or children of whom you have legal custody but not guardianship.

**Social Security Numbers:** As part of compliance with the Affordable Care Act, Duke must request all employees to confirm or provide Social Security numbers for dependents enrolled in medical coverage. Duke Health Information Security Office strongly discourages sending social security numbers via email. Please contact the Duke Human Resources Information Center at 919-684-5600 to provide your covered dependents' social security numbers.

**Authorization for Release of Information To:** All hospital and other health care providers, insurers, benefit plan sponsors and administrators, and the prescription drug program. On behalf of myself and each of my dependents covered under the health or dental plan for which I have enrolled (the "Plan"), I authorize you to furnish the insurer, the third-party administrator of the Plan ("TPA"), its agents and affiliates, with copies of any information and records related to enrollment and any claim made for benefits under the Plan for myself or my covered dependents. I understand that any release or disclosure of information and records concerning the medical condition or treatment of myself, or any covered dependent, shall only be made as provided under the terms of the administrative services agreement between Duke University and TPA–i.e., in good faith to the proper parties and as necessary for the proper evaluation and administration of the Plan or as otherwise required by law, regulation, or judicial/administrative order. Where practicable, any such disclosure of my, or my covered dependent(s)' medical condition or treatment shall be made without disclosure of our identity. This authorization shall be valid for the duration of my enrollment in the Plan.

**Authorization for Salary Reduction:** I have read the information and understand the benefit choices available to me. I hereby authorize Duke to reduce my salary by the amount of the premium for the plans selected including the $50 monthly tobacco surcharge based upon my disclosed tobacco use status. I understand that the choices I have made on this form cannot be changed until the next Open Enrollment period unless I notify the Human Resource Information Center (919-684-5600) within 30 days of having a qualifying event, as defined by law, or special enrollment period.

**Certification:** I certify that the information I have provided on this form is true and accurate. Any material misrepresentation or deliberate omission of fact may be justification for disciplinary action or termination from Duke University/Duke University Health System. I also understand that if any benefit payments are paid/received for persons who do not meet the definition criteria for a dependent, I will be responsible for reimbursing premiums paid by Duke and all claims payments.

_____ _____

Employee Signature Date Signed

Email to: Benefits@Duke.edu or fax (919) 681-8774

**Please retain a copy for your records**