

Application Checklist



To ensure timely processing of your Keystone Health Plan East Individual HMO application, be sure to Complete this helpful checklist before mailing your application. The application has several sections. It is very important that you answer each question in each of the sections. Slash marks through sections, or marking sections "N/A" will not be accepted.

Did you remember to...

- Provide the name of a Primary Care Physician office and the HMO provider ID number of that office? A physician must be provided for each family member included on the application. We will not be able to process your application without this information.

To find the HMO provider ID number, go to www.ibx4you.com and click on the *Provider Directory*, click continue and then type in your primary care physician's name and click *Quick Search*. The HMO ID will be listed under your physician's name. Or you can call 215-241-3367 to request a PCP directory be sent to you.

- Include dates for all medical conditions, medications and physician visits?
- Initial all changes you made to any information on your application including answers to questions and dates?

The last page of the application asks for the requested effective date. Be sure you remember to provide this. The effective date you select is not guaranteed. Coverage will not be effective prior to underwriting approval, and you may not elect an effective date that is 10 or fewer days from the date your application is received at Independence Blue Cross.

If paying by check:

- Include a check for the first three months' premium.
(For example, if your estimated premium is \$196 a month, your check should be in the amount of \$588.)
- Make your check payable to Keystone Health Plan East.

If electing electronic payment:

- Complete the enclosed ACH authorization form.
- Attach a voided check (checking accounts) or deposit slip (savings accounts).

Please note: Your application must be received at Independence Blue Cross within 21 days of the date you sign the application. It can take several weeks to process and underwrite an applicataion. If you submit an application with missing or incomplete information, the processing and underwriting of your application will be delayed.



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