

Office of Human Resources
Using Health Insurance Information Change form for Dental & Excess Medical Change
July 3, 2006

This chart outlines when the Health Insurance Information Change form, ET-2329 will be used to notify EPIC Life Company of a change in dependents for the Dental & Excess Medical Plan.

Dental & Excess Medical Coverage In Force	Information Change Form ET-2329 Received to do the following	How to Process	
2 Person	Add dependent at birth or adoption	Life event letter is sent to notify of option to change	
Family		Send form UW1023 and a copy of the Change form to EPIC	
2 Person	1. Add dependent returning to full-time student status—dependent WAS previously insured	Send form UW1023 and a copy of the Change form to EPIC Change coverage to family	
Family		Send form UW1023 and a copy of the Change form to EPIC	
2 Person	1. Add dependent returning to full-time student status—dependent NOT previously insured	Dependent cannot be added unless there is a special or open enrollment opportunity which would allow for this change.	
Family			2. Add disabled dependent—dependent NOT previously insured
2 Person	1. Delete dependent at age 25 2. Delete dependent under 25 and no longer a full-time student 3. Delete dependent at time dependent marries	Send form UW1023 and a copy of the change form to EPIC Change coverage to single	
Family		1. Delete dependent at age 25	Send form UW1023 and a copy of the change form to EPIC
		2. Delete dependent under 25 and no longer a full-time student	
	3. Delete dependent at time dependent marries 4. Delete dependent at time dependent marries 5. Delete a dependent at time of dependent death		