

Medical plan enrollment form directions:

Kaiser

* Be sure to check “HMO Plan” or “Deductible plan” in Section A on enrollment form

Blue Shield

Blue Shield - HMO

You must select a doctor when enrolling and include the doctor's IPA & PCP numbers on the enrollment form:

IPA is the Doctor Group (i.e. Sutter Group)

PCP is the Primary Care Physician #

Here's how to search on Blue Shield's website for that information and to select a Blue Shield HMO doctor in your area:

[Click here](#)

Click on “Primary Care Physician”

Type in your location

Select Specialty, like “Family Practice”, “Internal Medicine”, etc.

Blue Shield PPO or PPO Account Based Health Plan with a Health Savings Account –

You must write HSA or PPO in the top margin on the enrollment form

To search for a Blue Shield PPO doctor, **[click here](#)**

Required dependent documents

To enroll a spouse:

- Copy of Marriage Certificate
- Copy of page 1 of your 1040 Federal Tax Return from 2020

To enroll a domestic partner:

- Copy of the State of California Certificate of Registration of Domestic Partnership
- Copy of page 1 of both partner's 1040 Federal Tax Returns from 2020

To enroll a child:

- Copy of birth certificates for children up to age 26
- OR, if child is adopted or you are the legal guardian: legal adoption documentation or legal court documentation establishing guardianship

Please send plan enrollment form and dependent documentation to Christie Colón in Human Resources at ccolon@santarosa.edu.