

## University of Virginia Health Plan National Network and Out of Area Enrollment Form

Employee Full Legal Name		Employee Number	
Daytime Phone Number		UVa Email ID	
Employee Southern Health ID #			

Please Check Appropriate Box(es):			
<input type="checkbox"/> Employee living outside the area	<i>And/Or</i>	<input type="checkbox"/> Spouse/Dependent(s) living outside the area <small>(complete below with names)</small>	
<input type="checkbox"/> Permanent Relocation	<i>Or</i>	<input type="checkbox"/> Temporary Relocation	

Spouse and/or Dependent(s) Needing National Network or Out of Area Coverage:				
Name		Southern Health ID #		D.O.B.
Name		Southern Health ID #		D.O.B.
Name		Southern Health ID #		D.O.B.
Name		Southern Health ID #		D.O.B.

Address of Employee and/or Spouse/Dependent(s) Living Outside the Area:					
Street					
City		State		Zip	
Country		Phone			
Date(s)* Member(s) Will be Out of Area	From		To		
Spouse/Dependent Email Address					
* It is your responsibility to notify us of any changes to these dates. Failure to do so may result in limiting benefits to out of network benefits only.					

**Members must plan to live outside of the Southern Health network area for at least 90 days to qualify for National Network or Out of Area coverage. This completed form should be submitted by the requested effective date to UHR Benefits for enrollment to begin. Fax the completed form to 434-924-4486 or mail it to UHR Benefits, 914 Emmet Street, P.O. Box 400127, Charlottesville, VA 22904-4127.**

Once approved, the employee will be sent an email detailing the National Network or Out of Area coverage and the effective date of coverage. National Network members will be mailed a new id card from Southern Health. If you would like plan information sent to your spouse or dependent(s), please provide a contact email for that person(s) as well. Employee and dependents can also view plan guidelines at <http://www.hrs.virginia.edu/benefits/ooa.html>.

Employee Signature		Date	
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For UHR Office Use Only:			
UHR Benefits Signature		Date	
Effective Date		National or OOA?	
Group Number Change (for permanent relocation of employee)			

**Participants in the UVa Health Plan who live outside areas serviced by the Southern Health Provider Network will be required to use participating providers with the Coventry Health Care National Network, a national Preferred Provider Organization (PPO) network, in order to receive the highest level of benefits and pay the lowest cost-sharing amounts. This applies to enrolled National Network participants, including retirees, COBRA enrollees and dependents who are away or at school. Members who reside outside of the United States or who do not have access to sufficient providers in the National Network will be enrolled as Out-of-Area members and will not be required to use the National Network or Southern Health network.**

**POINTS TO CONSIDER WHEN APPLYING FOR  
OUT OF AREA OR NATIONAL NETWORK STATUS**

- It is the health plan member's responsibility to submit this completed form to the University Human Resources Benefits Division no later than the desired effective date.
- Notify the University Human Resources Benefits Division if the member needs to revise/extend the effective end date that was submitted on the OOA form.
- Students and other National Network members remain in the National Network plan when they return home for holidays and summer break. It is important to ensure that the provider you have chosen to see when you return home is in the National Network or Southern Health network. Providers in both of these networks are paid at the in-network rate.
- Many college Student Health Centers offer coverage for basic preventive and minor illness care with the cost included in student fees. Check with your school concerning on-campus student health coverage. This may eliminate the need for Out-of-Area or National Network status since emergency services while out-of-area are covered when in-area status is effective.
- If a student enrolled in the National Network obtains services through the Student Health center that are not covered by pre-paid student fees, it is likely that the student will have a higher out-of-pocket cost. Most Student Health Centers do not participate with the National Network and, therefore, reimbursement will be at the Out-of-Network rate.
- Emergencies while away from home (outside the Southern Health service area) are covered as an In-Network benefit as long as the condition meets emergency medical criteria. Members are encouraged to notify Southern Health within forty-eight (48) business hours, or as soon as physically possible. An emergency occurs when there is a sudden, unexpected onset of a medical or psychological condition that manifests itself by symptoms of sufficient severity, including severe pain, that the absence of immediate medical attention could reasonably be expected, by a prudent layperson who possesses an average knowledge of health and medicine, to result in: 1) Serious jeopardy to the mental or physical health of the individual; 2) Danger or serious impairment of the individual's bodily functions; 3) Serious dysfunction of any of the individual's bodily organs; or 4) Serious jeopardy to the health of the fetus, in the case of a pregnant woman. Serious jeopardy occurs when there is currently an immediate safety risk that endangers or constitutes significant risk of harm to the Participant or others.

If you have further questions about Out-of-Area or the National Network or need help completing the form, you may contact the University Human Resources Benefits Division at 434-924-4392. Completed forms may be faxed to the University Human Resources Benefits Division at 434-924-4486 or mailed to the University Human Resources Benefits Division, 914 Emmet Street, PO Box 400127, Charlottesville, Virginia 22904-4127.