



And Its Affiliate HealthKeepers, Inc.

Anthem Blue Cross and Blue Shield
Post Office Box 27401
Richmond, Virginia 23279

GROUP HEALTH PLAN REQUEST TO HAVE SOCIAL SECURITY NUMBERS INCLUDED ON GROUP BILLS

GENERAL INFORMATION AND INSTRUCTIONS

It is Anthem policy not to include member Social Security Numbers (SSN) on group bills. While Virginia group bills technically display the member Employee Identification Number (EID), in most cases this number matches the employee SSN. The use of SSN can increase the risk of identity theft, and more and more states are enacting laws to limit the collection, use, and disclosure of SSNs. To protect our members and safeguard the confidentiality and security of member identifiable information, Anthem has chosen to implement changes for Virginia based groups that will remove employee EID (SSN) on standard format group bills and replace with the member's Anthem Health Care Identification (HCID) number (the identifier found on the member's ID card).

If your group health plan needs SSN in order to administer benefits, complete this form to request that EID be displayed on your group bill. By completing this form, you are requesting to receive EID/SSN on future group bills, and certifying this information is necessary for your plan's operational purposes.

Group Health Plan Representative:
Please complete the section below and return it to your Anthem Sales Representative.

GROUP HEALTH PLAN INFORMATION (Complete All Fields)

Group Name		Anthem Group Number
If group has multiple subgroups, Request Applies to (check one) <input type="checkbox"/> n/a <input type="checkbox"/> All Subgroups <input type="checkbox"/> Listed subgroups only:		
Reason that SSN is necessary for operational purposes:		
Requesting Group Representative Name	Phone#	Date

Sales Representatives: Return the completed form to Enrollment & Billing Department

FOR INTERNAL USE ONLY

Sales Received Date	Sales Approved Date	Sales Representative Name	Rep Code
E&B Received Date	Exception [EI Note] Add Date	E&B Processor Name	