

How to report contract changes



What does BCN need to know in 30 days?

The following changes to subscribers' contracts must be reported to Blue Care Network within 30 days of the event or effective date:

- New hire applications
- Contract changes, such as marriage, birth, adoption, legal guardianship and name change (see chart for required documents)
- Terminations
- Address changes

How to tell BCN about the change

Please complete an Enrollment/Change of Status form and submit with the necessary documentation by mail or fax to:

Blue Care Network
 Mail code C411
 P.O. Box 5043
 Southfield, MI 48086
 Fax: 1-877-218-1466

To access the New Enrollment/Change of Status form, visit **MiBCN.com**, go to the Group page by clicking on "I am a Group Customer" then click on "Group Forms."

Questions?

If you have questions, please call the BCN Group Inquiry unit at 1-800-970-6684 between 8:30 a.m. and 5 p.m., Monday through Thursday and 9:30 a.m. to 5 p.m. on Friday.

Members to add	Required documents
Spouse	Enrollment/Change of Status form
Newborn child/natural child	Enrollment/Change of Status form
Children adopted or guardianship by subscriber	Enrollment/Change of Status form Court order or documentation verifying intent to adopt
Stepchildren of subscriber by marriage	Enrollment/Change of Status form
Child principally supported (after nine months of support)	Enrollment/Change of Status form Notarized statement or tax return verifying support
Loss of coverage for spouse or child	Letter from previous insurance carrier or employer, including termination date



Blue Care Network is online at MiBCN.com

Blue Care Network of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.