Examples of appropriate documentation for UHC
Qualifying Event Enrollment Requests

Reason	Document Types
Birth	Birth certificate from State/County
Legal Adoption or Placement for Adoption	Legal Adoption Court Order or Legal Adoption Placement Court Order
Marriage	Official copy of state-issued Marriage License – should be notarized and/or contain seal from state/county. Certificates from church are not acceptable documentation.
Legal Guardianship	Court issued Guardianship Order
Court or Administrative Order of support	Qualified Domestic Child Support Court Order filed with courts indicating the subscriber is required to carry the health benefits for the dependent. Must include names of parents and children.
Domestic Partner	State or local certificate of registration of domestic partnership, as required by each state if required to be registered. Otherwise lease/loan/bank statement showing shared address and financial responsibility.
Involuntary Loss of coverage	Certificate of Creditable Coverage provided by former health plan AND documentation to support event, such as legal separation agreement, divorce decree, death certificate. End of COBRA Coverage – Certificate of Creditable Coverage
New Hire	Wage and Tax, or Payroll report from Employer. Payroll report from employment start date to current, listing name. (Need to confirm the 1st pay period, current pay and td pay is the same). Dated letter with offer of employment and date of hire if available. New hire must meet new hire waiting period if there is one. The majority of QEs are New Hires.
Medicaid Redetermination	Loss of coverage for Medicaid redetermination document from Medicaid (from state govt)

Submission Instructions

Submitting enrollments online and uploading required documentation is the most efficient option for getting these requests processed quickly and accurately. To do so, please sign in to **uhceservices.com**.

1. Under quick access links, click **Enrollment** and choose either **New Member** or **Dependent**, based on whom you are enrolling.

2. Select **Reason for Enrollment** from the drop-down menu.

3. Under **Reason for Enrollment**, click the **Document** hyperlink to view the supporting documentation accepted for off-cycle enrollment requests.

4. Provide the remaining information requested on the page — the **Date of the Qualifying Event** and the **Requested Effective Date**.

5. Finally, on the **Review & Submit** page, confirm the information shown is accurate and upload the required supporting documentation.

Important Notes:

1. A document must be uploaded at the time of enrollment; there will not be a way to move forward with the enrollment until the document is uploaded. For new hires, an offer letter is acceptable. UHC promotes a practical "use what you have" approach for now.

2. You must come to the enrollment WITH one of the required documents. You will not be able to proceed with the enrollment without uploading something when a document is required.

3. The enrollment will not "pend" – it will be live as it is today. If there is any review needed of the document, it will happen on the back end and will not delay access to care.

4. Concerns for other QE types and for NJ is something that UHC considered. Research was conducted to ensure that this request for documents is reasonable. Many hospitals provide some type of proof, like a temporary "birth certificate" that can be used until the real one is issued. This would be acceptable.

5. There will be no process to bypass the required documents and no exceptions granted.