



# RETIREE CONVERSION ENROLLMENT FORM

Delta Dental of Oklahoma | PPO – Point of Service Plan

## Retiree Information

Name \_\_\_\_\_ Date of Retirement \_\_\_\_\_ Gender:  Male  Female

Mailing Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Email \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Mobile Phone Number \_\_\_\_\_

## Plan Selection and Dependent Enrollment

Plan Type (select one):  Retiree  Retiree + 1 (spouse or one child)  Retiree + Family

List all dependents to be enrolled (complete for spouse and/or all dependent children under 23 years of age)

Spouse Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender:  Male  Female

Dependent Child Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender:  Male  Female

Dependent Child Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender:  Male  Female

Dependent Child Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender:  Male  Female

Dependent Child Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender:  Male  Female

## Billing and Payment

Automatic Draft<sup>†</sup> Options (select one):  Monthly\*  Annual

Financial Institution \_\_\_\_\_ Branch \_\_\_\_\_

Account Number \_\_\_\_\_ Bank Routing Number \_\_\_\_\_

Type of Account (select one):  Checking  Savings

<sup>†</sup>To set up automatic draft, **a voided check must be attached to this enrollment form.**

\*Initial premium will be drafted from your account immediately upon approval of this application. Subsequent drafts will be made on the fifth (5<sup>th</sup>) of each month and applied to the current month premium.

**Termination Requirement: Please note that you must provide a minimum of 30 days written notice to Delta Dental of Oklahoma prior to requested termination date.**

**Warning:** Any person who knowingly, and with intent to injure, defraud, or deceive any insurer, provides false information herein and makes any claim for the proceeds of an insurance policy containing any false, incomplete, or misleading information is guilty of a felony.

**Acknowledgement and Authorization:** By signing this form, I agree to continue enrollment as provided in the Individual Dental Policy issued by Delta Dental of Oklahoma and acknowledge I have read the privacy policy detailed on the back of this form.

To cover the cost of my dental benefits for which I have made request, and for which I am or may become insured, I hereby authorize: (a) my former employer's designee to deduct from my retirement check; or (b) Delta Dental to draft my designated personal bank account, until further notice. In lieu of a monthly deduction from my retirement check or DDOK automatic draft of my designated personal bank account, I shall have the option of payment in full, in advance, for each annual coverage period commencing on the effective date of my individual coverage, such payment to be made by check or DDOK automatic draft of my designated bank account. Regardless of the payment method I elect, I understand and agree that failure to make funds available in sufficient amounts to cover the cost of my dental benefits for which I have made request shall result in the termination of my coverage effective on the paid-through date reflected in DDOK records at the time of such failure.

Retiree's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submission Information

Fax to: 405-607-2136  
Email to: ClientRelations@DeltaDentalOK.org

Mail to: Delta Dental of Oklahoma  
Attn: Client Relations  
PO Box 54709  
Oklahoma City, OK 73154

Broker/Agent Code (five or six digits)

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## Individual Privacy Policy Delta Dental of Oklahoma

All companies that are part of the Delta Dental Plan of Oklahoma family of companies (referred to in this Privacy Policy as "Delta Dental") believe that personal information collected about our customers, subscribers, potential customers, and proposed subscribers (referred to collectively in this Privacy Policy as "Customers") must be treated with the highest degree of confidentiality.

For this reason, and in compliance with the Gramm-Leach-Bliley Act of 1999, and HIPAA, Delta Dental has developed a privacy policy that applies to all employees, officers, directors, agents, brokers, and to any other transaction Delta Dental conducts which may contain your confidential information.

**INFORMATION WE COLLECT** - We collect and maintain personal, nonpublic information we receive from Customers directly through applications, claims, enrollment forms, our websites and over the telephone or in person, from providers, agents, clearinghouses and government agencies. This information includes, for example, your name, address, Social Security Number, date of birth and claim information. We use this information to process our Customers' requests and transactions, provide Customers with additional information about new products, and to comply with federal and state laws.

**UTILIZATION OF INFORMATION** - Delta Dental has, and will continue to utilize non-affiliated third parties to conduct certain functions of our business to provide our Customers with services and products. We do this by allowing access to certain nonpublic personal information about our Customers and their transactions. Access to this information is restricted to individuals who require it in order to service Customer accounts or provide information to our Customers, and as permitted by law. Delta Dental reserves the right to disclose this information in these and other circumstances as allowed or required by law. HOWEVER, under no circumstances will we sell information about our Customers or their account to any unaffiliated company, group, or individual without our Customers' permission.

**OUR SECURITY** - We maintain physical, electronic, and procedural safeguards to protect the information we collect about our Customers. We consider this nonpublic personal information to be confidential and treat it as such. The personnel who have access to this information are trained in the proper handling of such information. Employees who violate this strict level of confidentiality are subject to our disciplinary process. While we do make available certain nonpublic personal information to non-affiliated third parties in order to service Customer accounts, all information is strictly governed by confidentiality and security agreements to protect our Customers; therefore, our Customers' confidential information is protected. If you terminate your coverage, Delta Dental will adhere to the information practices as described in this notice.

If you have questions about our Privacy Policy, please do not hesitate to contact your Delta Dental representative at 405-607-2100 (OKC Metro) or 800-522-0188 (Toll Free).