

# Termination Form

## Sutter Health Plan

### Termination

This form is only used to terminate subscribers or dependents. For new enrollment or change, please use the Employee Enrollment/Change Form.

### Termination Effective Dates

When a member is no longer eligible for coverage, the coverage termination date is the first day a member is not covered (e.g., if the termination date is Jan. 1, 2025, the last minute of coverage was on Dec. 31, 2024, 11:59 p.m.). Coverage for dependents ends when the subscriber's coverage terminates. Terminated subscribers and dependents are responsible for any medical services received after the termination date, **even if the person is hospitalized or undergoing treatment for an ongoing condition.**

### Notice of Termination

The group is required to inform the subscriber in advance of the date the membership will terminate. Please refer to the Evidence of Coverage and Disclosure Form for more information.

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**For Sutter Health Plan to process your request, you must sign and return the last page of this form.**

**Missing information may delay processing.**

### Fax or email your completed form to:

Fax: **916-736-5426**

Email: **shpserviceteam@sutterhealth.org**

You must encrypt or secure any documents sent by email. If you cannot encrypt or secure emails, please fax all documents and keep a copy for your files.

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### Need Assistance?

If you have questions about completing this form, please contact Sutter Health Plan Customer Service at **855-315-5800** (TTY: 855-830-3500), Monday through Friday from 8 a.m. to 7 p.m. Sutter Health Plan provides translation services and other language assistance services to you free of charge.

**Section A – Group Information**

Group Name

Group Number

**Section B – Termination Reason Codes**

- 1 Involuntary Termination
- 2 Voluntary Termination
- 3 Divorced
- 4 No Longer Lives/Works In Service Area
- 5 Retired
- 6 Deceased
- 7 Reduction of Hours
- 8 Exhausted Federal COBRA
- 9 Leave of Absence
- 10 Enrolled in Error
- 11 Loss of Disabled Status
- 12 Other .....

| Subscriber/Dependent First and Last Name | Date of Birth | Termination Effective Date | Termination Reason Code |
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Employer/Authorized Representative Signature

Date