

LOCAL GOVERNMENT HEALTH INSURANCE PROGRAM

Unit Changes Form

Local Government Unit			Unit #
Mailing Address	City	State	ZIP Code
Physical Address	City	State	ZIP Code

Unit Contacts

Health Insurance Administrator	Title		
Phone Number	Email Address		
☐ Check this box if the Administrator requires a separate login for the unit's my.lghip account. If selected, the Administrator will receive an email with login details from the Local Gov team.			
Primary Contact (If Different)	Title		
Phone Number	Email Address		
☐ Check this box if the Primary Contact requires a separate login for the unit's my.lghip account. If selected, the Primary Contact will receive an email with login details from the Local Gov team.			
Additional Contact (If Different)	Title		
Phone Number	Email Address		
☐ Check this box if the Additional Contact requires a separate login for the unit's my.lghip account. If selected, the Additional Contact will receive an email with login details from the Local Gov team.			
Additional Contact (If Different)	Title		
Phone Number	Email Address		
☐ Check this box if the Additional Contact requires a separate login for the unit's my.lghip account. If selected, the Additional Contact will receive an email with login details from the Local Gov team.			
Wellness Contact (If Different)	Title		
Phone Number	Email Address		
Physical Address	City	State	ZIP Code
☐ Check this box if the Wellness Contact requires a separate login for the unit's my.lghip account. If selected, the Wellness Contact will receive an email with login details from the Local Gov team.			
Delete Contact			

Updates to Coverage

Submit during Open Enrollment for a January 1 effective date

Dental Coverage for all employees	☐ Add	☐ Drop
Coverage for Non-Medicare Retirees	☐ Add	☐ Drop
Coverage for Medicare Retirees	☐ Add	☐ Drop
Coverage for Elected Officials	☐ Add	☐ Drop
Effective Date of Coverage	☐ Date of Hire ☐ 1 st Day of 2 nd Month	

Name of Benefit Administrator	Title
If signed electronically, I acknowledge and certify the electronic signature process complies with the Alabama Uniform Electronic Transaction Act and the LGHIB rules outlined in the Administrative Guide.	
Signature	Date