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DIPATTAMENTON ATMENESTRASION

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Department of Administration Organizational Circular No.: 2021-017

ATTN: Department & Agency Heads

FROM: Director, Department of Administration

SUBJECT: Group Health Insurance (GHI) – Enrollment & Change of Status (COS)

*Hafa Adai!* In an effort to mitigate the discrepancies of enrollment, disenrollment and invoicing of members in the Government of Guam GHI Program, departments are required to report the changes by completion of Enrollment and/or COS forms during relevant qualifying events that may occur during the plan year. Failure to notify may occur in unnecessary billings or non-coverage for your employee/retiree.

Qualifying Event	Effective Date
New Employee	Next Available Pay Period Beginning Date
Newborn / Legal Guardian Appointment / Adoption	Date of Birth of Qualifying Event Date
Change in Work Schedule to Full-Time / Part-Time	Next Available Pay Period Beginning Date
Marriage	Date of Marriage
Change to Retiree Supplemental Plan (RSP) due to Medicare enrollment A&B	Next Available Pay Period Beginning Date
Survivor of a Retiree (Surviving Spouse Enrollment)	Date of Death of Retiree
Resignation	Pay Period Ending Date
Death of Subscriber (indicate due to death on signature line) or Dependent (resulting in class change)	Date of Death
Divorce (will require a class change)	Date of Divorce Decree
Long Term Disability	Date of Disability
Military Leave Without Pay/Leave Without Pay	Next Available Pay Period Ending Date

Please note employees & departments have **30 days** from the date of the qualifying event to submit completed forms to the respective government of Guam health insurance carrier.

Additionally, absent a COS form, departments must submit reports to the respective health plan upon resignation/termination, death of a subscriber, or any similar instance wherein the subscriber is unable to complete a COS form. Reports should include the subscriber's full name, date of birth and respective qualifying event and date. The reports should be submitted on a bi-weekly basis or as often as the occurrences take place. Line agencies must cc the Department of Administration.

- Aetna Eligibility – [aigoveligibility@aetna.com](mailto:aigoveligibility@aetna.com)
- Hassen Khraibani – [khraibanh@aetna.com](mailto:khraibanh@aetna.com)
- Department of Administration – [healthinsurance@doa.guam.gov](mailto:healthinsurance@doa.guam.gov) (for line agencies only)

Please be reminded that notifications shall continue to be sent to all prospective group health insurance carriers moving forward. Should you have any questions or concerns, please contact the Employee Benefits Branch at 671-475-1179/1296/1121. *Si Yu'us Ma'ase.*

*Senseramente,*

**EDWARD M. BIRN**