

Department of Employee Trust Funds
STATE AGENCY HEALTH INSURANCE ADMINISTRATION MANUAL

CHAPTER 13 — REFERENCE

1301 Forms
1302 Acronyms

1301 Forms

Forms referenced in this manual are listed in the chart below in numeric order by form number. Refer to Subchapter 109 for information on ordering forms.

Form Number	Form Name	Referenced in Subchapter(s)
ET-1127	WRS Administration Manual	901
ET-1607	Monthly Coverage Report	411, 412, 501, 502, 504, 505, 506, 507
ET-1608	Health Insurance Summary	501, 505, 506, 507, 508, 511
ET-2119	Your Benefit Handbook	109
ET-2107	It's Your Choice (State Employees)	102, 103, 108, 203, 206, 207,
ET-2127	It's Your Choice (UW Graduate Assistants)	302, 306, 309, 311, 401, 403
ET-2143	SMP – State Employees	108
ET-2112	Standard Plan – State Employees	108
ET-2301	Group Health Insurance Application	303, 306, 307, 308, 309, 310, 311, 314, 401, 402, 403, 404, 406, 407, 408, 411, 413, 414,
ET-2302	Graduate Assistants	502, 503, 504, 507, 605, 608, 701, 802, 902, 903, 1001
ET-2304	Life Insurance Application/Cancellation/Refusal	903
ET-2307	Income Continuation Insurance Application	903
ET-2311	Continuation – Conversion Notice	108, 315, 401, 411, 503, 504, 508, 602, 603, 604, 605, 608, 609, 701
ET-2319	Rehired Annuitant Election	901, 902
ET-2325	Converting Your Group Life Insurance to Pay Health or Long-Term Care Insurance Premiums	704
ET-2329	Health Insurance Information Change	108, 406, 407, 408, 409, 410, 608, 707
ET-2405	Insurance Complaint	104, 105, 108
ET-2610	Monthly Additions Report	401, 501, 502, 504, 505, 507, 511
ET-2612	Monthly Deletions Report	401, 411, 412, 413, 501, 502, 503, 504, 505, 507, 807
ET-2614	Monthly Changes Report	501, 504, 505, 507, 511
ET-4112	Group Health Insurance for Retirees	701, 702
ET-4305	Sick Leave Escrow Application	704, 809

Form Number	Form Name	Referenced in Subchapter(s)
ET-4306	Accumulated Leave Certification	411, 503, 802, 804, 805, 807, 1001
ET-4307	Medicare Eligibility Statement	703
ET-4814	Employer Verification of Health Insurance Coverage	602
ET-6101	Death Benefits	108

1302 Acronyms

The following acronyms are used in this manual:

COB	Coordination of Benefits
COBRA	Consolidated Omnibus Budget Reconciliation Act
EIN	Employer Identification Number
ETF	Department of Employee Trust Funds
FMLA	Family Medical Leave of Absence
HIPAA	Health Insurance Portability and Accountability Act
HMO	Health Maintenance Organization
ID	Identification
LOA	Leave of Absence
LTDI	Long-Term Disability Insurance
PBM	Pharmacy Benefit Manager
PPP	Preferred Provider Plan
SMP	State Maintenance Plan
WRS	Wisconsin Retirement System