

# Enrolling Family Members for Cedars-Sinai Benefits

If you are eligible to enroll in benefits as an employee, you may enroll the family members listed in the left column below. You'll need to provide one of the documents in the right column as evidence your family member is eligible.

Family Member Eligibility	Evidence of Eligibility
<p><b>Spouse</b>—Your spouse of any gender.</p> <p>Your spouse is not eligible if you are divorced or legally separated from them or if your marriage has been annulled.</p>	<ul style="list-style-type: none"> <li>• Copy of marriage certificate.</li> </ul>
<p><b>Domestic partner</b>—An adult of any gender, with whom you reside, share your life in an intimate and committed relationship, and have a mutual obligation of support. For your domestic partner to be eligible for benefits, you must be either:</p> <ul style="list-style-type: none"> <li>• Publicly registered as domestic partners under state or local law</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Complete (and have notarized) a Cedars-Sinai domestic partner affidavit and meet all of the following criteria:             <ul style="list-style-type: none"> <li>– Have been sharing a common residence* for at least six months and intend to do so indefinitely</li> <li>– Are not related by blood to a degree of closeness that would prohibit marriage</li> <li>– Have assumed mutual responsibility for basic living expenses</li> <li>– Are at least age 18 and capable of consenting to the domestic partnership</li> <li>– Are not married to anyone else or in a declared domestic partnership with anyone else.</li> </ul> </li> </ul> <p>If you're in a new domestic partnership, you have 30 days from the date you receive your state- or local-issued domestic partnership certificate or have lived together for six months to enroll your domestic partner (and/or children).</p> <p><small>* Although you will not be required to show proof of common residence or mutual responsibility for basic living expenses to enroll, the insurance companies may require it to pay claims.</small></p>	<ul style="list-style-type: none"> <li>• Copy of state- or city-issued domestic partnership certificate.</li> <li>• Cedars-Sinai domestic partnership affidavit signed by you and your domestic partner (and notarized).</li> </ul>

## Can I be enrolled in two medical plans?

**No double Cedars-Sinai coverage**—If you and a family member both work at Cedars-Sinai and you both enroll as employees, you cannot be enrolled as a dependent at the same time. Children can be enrolled only under one parent's coverage. If anyone is double covered, Cedars-Sinai will cancel one of the coverages.

## Benefit Questions?

### Ask the MBC HR Employee Benefits Help Desk

**Phone:** 888-302-3941

**Fax:** 206-299-3158

**Email:** [mbc.cshs@milliman.com](mailto:mbc.cshs@milliman.com)

**Web:** [Cedars-Sinai.MyBenefitChoice.com](https://Cedars-Sinai.MyBenefitChoice.com)

**Hours:** Monday–Friday 5 a.m.–5 p.m. PT  
(Closed major holidays)

## SSN Requested

When enrolling family members for medical coverage on the benefit portal at [Cedars-Sinai.MyBenefitChoice.com](https://Cedars-Sinai.MyBenefitChoice.com), you will need to provide their Social Security Number or Federal Tax ID Number (or complete the Centers for Medicare & Medicaid Services' opt-out section on the portal).

Si tiene preguntas de los beneficios que le ofrece Cedars-Sinai o de como inscribirse a ellos, el Centro de Ayuda MBC HR tiene representantes en Español para asistir con cualquier duda o pregunta. Favor de llamar al 888-302-3941 o mande un correo electrónico a [MBC.cshs@milliman.com](mailto:MBC.cshs@milliman.com).

## Family Member Eligibility

**Children until age 26**—Your or your spouse's/domestic partner's:

- Biological children
- Stepchildren (children of your current spouse/domestic partner)
- Adopted children
- Children placed with you for adoption
- Children for whom you are legal guardian
- Children a court has ordered you to cover under your healthcare plan (including a Qualified Medical Child Support Order).

**Children age 26 and older** can be covered if, in addition to meeting the above requirements for children under age 26, all of the following apply:

- A doctor certifies in writing that they are incapable of getting a self-supporting job because of a physical or mental condition (and the certification is approved by the insurance company).
- They are unmarried and chiefly dependent on you or your spouse/domestic partner for support and maintenance.
- They have six months of creditable coverage or were already covered under Cedars-Sinai benefits when they turned age 26.

You must submit the doctor's certification to the insurer/benefit provider within 30 days of request (or a later deadline, if allowed by the insurer/benefit provider). To continue coverage, you may have to provide the doctor's certification once a year.

## Evidence of Eligibility

Any one of the following:

- Copy of child's birth certificate showing you or your current spouse/domestic partner as parent(s)
- Copy of child's legal adoption paperwork or paperwork showing the child has been placed for adoption with you or your current spouse/domestic partner
- Copy of final court order naming you or your current spouse/domestic partner as the child's legal guardian
- Copy of a Qualified Medical Child Support Order in effect.

For a child age 26 and older:

- For medical coverage, completed Anthem form for physician certification of physical or mental condition
- For dental and/or voluntary vision coverage:
  - Anthem medical coverage certification
  - Social Security disability determination
  - Physician's statement.
- For an application to continue supplemental life insurance for your child, contact the MBC HR Employee Benefits Help Desk.

You cannot enroll the following family members, even if they otherwise meet the eligibility requirements:

- Family members living outside the United States. (The United States includes the 50 states, District of Columbia, Commonwealth of Puerto Rico, the U.S. Virgin Islands, Northern Mariana Islands, Guam and American Samoa.)
- Other family members (like parents, aunts, etc.), even if they are legal dependents
- Foster children\*
- Grandchildren\*
- Stepchildren from a previous marriage\*
- Family members in active service of the armed forces of any country or subdivision of any country
- Family members who are already covered — If you, your spouse/domestic partner and/or child work at Cedars-Sinai and enroll as an employee, you cannot be enrolled as a dependent at the same time (or vice versa); children can be enrolled as a dependent under only one parent's coverage.

\*These children can be covered only if you or your current spouse/domestic partner are their legal guardian or a court order requires you to cover them.

## Obtaining Birth and Marriage Certificates

If you do not have the required documents available, you may need to order copies from the state of birth or marriage. This can take weeks or even months and there is usually a fee (which Cedars-Sinai will not reimburse).

To find U.S. state or territory vital records departments, visit [CDC.gov/nchs/w2w.htm](https://www.cdc.gov/nchs/w2w.htm), or use an online service such as: [VitalChek.com](https://www.vitalchek.com)

## Enrolling

Enroll from the Benefits Portal at [Cedars-Sinai.MyBenefitChoice.com](https://Cedars-Sinai.MyBenefitChoice.com) or by calling the MBC HR Employee Benefits Help Desk at 888-302-3941.

## Submitting Documents

Upload files to the benefits portal:  
[Cedars-Sinai.MyBenefitChoice.com](https://Cedars-Sinai.MyBenefitChoice.com)  
Log in > Get Answers > Upload Documents.  
You can upload the following types of files:  
.pdf, .jpg, .png, .bmp, .gif, .doc, or .docx.

Fax 206-299-3158

Email [hwformsprocessing@milliman.com](mailto:hwformsprocessing@milliman.com)

Mail copies of your documents to the  
MBC HR Employee Benefits Help Desk:  
Cedars-Sinai c/o MBC Service Center  
PO Box 600610  
Dallas, TX 75360-0610