


SEBB Continuation Coverage Notice of Appeal

Use this form if you are an applicant for, or subscriber of, SEBB Continuation Coverage (including school board members) or their dependent.

Complete this form to request a brief adjudicative proceeding (appeal) and submit it to the SEBB Appeals Unit as instructed on the last page of this form. The SEBB Appeals Unit must receive this form **no later than 60 days** after the date of the SEBB Program denial or decision letter you received. Your appeal may concern:

- Eligibility for benefits
- Enrollment
- Premium payments
- Premium surcharges
- Eligibility to participate in SmartHealth or receive a wellness incentive

 If you are seeking a review of a decision by a SEBB medical, dental, or vision plan, insurance carrier, or benefit administrator, do not use this form. Contact the medical, dental, or vision plan, insurance carrier, or benefit administrator to request information on how to appeal the decision.

Type or print clearly in dark ink and use all capital, block lettering in the spaces provided. Example: **J O H N**

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Appellant information

To be completed by the person filing the request for review or appeal (the appellant).

Select one.

SEBB Continuation Coverage subscriber (including termination of coverage)

Applicant (not currently enrolled in SEBB Continuation Coverage)

Dependent of a SEBB Continuation Coverage subscriber

School Board member

Social Security number

Last name

First name

Middle initial

Phone number

Alternate phone number



SEBB Continuation Coverage Notice of Appeal

Appellant's last name

Social Security number

Street address

Address line 2

City

State

ZIP/Postal code

Mailing address (if different)

Mailing address line 2

City

State

ZIP/Postal code

Other enrollee information (if appeal concerns people other than the appellant)

Enrollee 1

Last name

First name

Middle initial

Enrollee 2

Last name

First name

Middle initial

Enrollee 3

Last name

First name

Middle initial

SEBB Continuation Coverage Notice of Appeal

Appellant's last name

Social Security number

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Describe your request for appeal

Describe the situation that led to your appeal and what you're asking for. Please be as detailed as possible. You may attach additional pages as needed.

Are you attaching additional information?

No.

Yes. I have attached additional documents, such as forms or correspondence between the SEBB Program and me or my representative.

Please identify the documents and the reason you are submitting them.

SEBB Continuation Coverage Notice of Appeal

Appellant's last name

Social Security number

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Representative information

If you have someone representing you, you must also submit the *Authorization for Release of Information* available on the SEBB Appeals webpage at hca.wa.gov/sebb-appeals. Or, you may submit a power of attorney document. If you have questions, call the SEBB Appeals Unit at 1-800-351-6827.

Last name

First name

Middle initial

Mailing address

Address line 2

City

State

ZIP/Postal code

Phone number

Alternate phone number

Email address

Relationship to appellant

Washington State Bar Association number (If applicable)

SEBB Continuation Coverage Notice of Appeal

Appellant's last name

Social Security number

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Appellant signature and electronic service option

Sign and date this section. Keep a copy of this form for your records.

By signing and providing my email address below, I agree to receive service of appeal documents and orders from the SEBB Appeals Unit by secure message. I understand that the SEBB Appeals Unit will use secure messages to serve documents and orders on me at the email address below. I understand that service is complete when the SEBB Appeals Unit sends the email, not when I view it. (Please print clearly.)

Email address

I do not wish to use the electronic service. I understand that by selecting this box, I will not receive appeal-related correspondence via email and will instead receive items related to my appeal via U.S. mail.

By signing this form, I declare that the information I have provided is true, complete, and correct.

Appellant's or Representative's signature

Date

How to submit this form

The SEBB Appeals Unit must receive this form **no later than 60 days** after the date on the SEBB Program denial or decision letter to request a brief adjudicative proceeding. Submit this form online at support.hca.wa.gov or by mail or fax.

Mail

Health Care Authority
SEBB Appeals Unit
PO Box 45504
Olympia, WA 98504

Fax

360-763-4709