



## University of Virginia Health Plan Foreign Country Enrollment Form for Participants Living Outside the United States

Members living outside the United States for 90 days or longer may use providers in the foreign country in which they are residing as in-network providers for medically necessary health services with the exception of transplants. All transplant services must be performed by Aetna Institutes of Excellence Network Providers. Health services received in the U.S. must be provided by Aetna participating providers to be eligible for in-network benefits. Submit claim forms for non-U.S. providers to Aetna for reimbursement at in-network rates.

### Employee Information

Employee Full Legal Name:

Employee Number:

Aetna ID#:

Daytime Phone Number:

UVA Email ID:

### Employee, Spouse and/or Dependents Needing International Coverage:

Name	Aetna Id#	D.O.B.
Dates out of the Country	Name of Country	

While out of the country, all correspondence from Aetna will be sent to the address on file for the employee in the University of Virginia's payroll/benefits systems, Oracle for Academic employees or People Soft for Medical Center employees. If you have a spouse or dependent with a different address than yours listed in Benefits@UVa for Academic employees or People Soft for Medical Center employees, correspondence will be sent to this address for the spouse or dependent who is out of the country .

Return completed form to:  
UHR Benefits Division  
914 Emmet St.  
PO Box 400127  
Charlottesville, VA 22904-4127

Phone: 434-982-0123  
Fax: 434-924-4486  
E-mail: askhr@virginia.edu

Employee Signature	
Date	
For UHR Office Use Only:	
Benefit Signature	