

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

Members residing outside the United States for 90 days or longer may use providers in the foreign country in which they are located 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#:

Phone Number:

UVA Email ID:

Employee, Spouse and/or Dependents Needing International Coverage

Name	Aetna ID#	Date of Birth
Check box for self <input type="checkbox"/>		

Dates out of the Country:

Name of the 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 Workday system. If you have a spouse or dependent with a different address than yours listed in Workday, correspondence will be sent to this address for the spouse or dependent who is out of the country.

Employee Signature

Date

UVAHR Benefit Signature

Return Completed form to:

UVAHR Benefits Department
 Fax: 434.924.4486
 Email: askhr@virginia.edu
