



Horizon Blue Cross Blue Shield of New Jersey

CONVERSION REQUEST FORM

(one form per product change)

Group Name: _____

Group Number: _____

Effective Date: _____ Renewal Date (Internal Use Only): _____

Broker Name: _____ Vendor Number: _____

If census is changing, please include enrollment forms for new employees and/or any contract changes for existing members.

Please provide employee name and selected Primary Care Physician (if applicable).

| Employee Name | PCP (if applicable) (J or K codes only) | Current Subgroup # (Internal Use Only) | New Subgroup # (Internal Use Only) |
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*** Please note that unless notified, all groups will be set up for one bill option.**

**** Please submit quote with the Conversion Request Form.**

Comments: _____

Group Signature: _____ Date: _____

Account Consultant Signature: _____ Date: _____