

**Evidence of Insurability Administration**

**City of Corpus Christi**

**Group Number: F022702**

**When is satisfactory evidence of insurability required?**

**Our secure Evidence of Insurability (EOI) online application allows you to complete and submit your EOI application online.**

**Using online EOI submission increases confidentiality and speeds application processing. Privacy and security features**

**have been built into our website to assure protection of personal Information. Step by Step instructions will lead you through the process, which can take about 20 minutes to complete.**

**How to apply Online**

* Gather a list of medications, if any, and your physician’s contact information.
* Copy this link into your browser: (Do not use Internet Explorer. You can use Chrome, Safari, Opera, Lynx, etc). This will not work on a mobile phone.
[https://eoi.groupadmins.hcsc.net/key/RjAyMjcwMg==](https://eoi.groupadmins.hcsc.net/key/RjAyMjcwMg%3D%3D)
* Link will take you to the Welcome Screen
* Enter your social security number (just numbers no dashes) and your date of birth. If you have an employee ID you should enter it also. If not, check the box stating you do not have an employee ID. Hit continue.
* Follow the instructions on the following page and hit continue after each screen to continue. You will need to complete each question to continue to the next screen.
* If your spouse will need an EOI you will click on Add Spouse at the bottom of the third screen. (EOI is never need on a child)
* Spouse EOI – on the initial first page you should use the employee’s social and date of birth. Once you click continue, the remaining information should be the Spouse’s social and Information. We use the spouse’s social as the signature to validate the Spouse’s information on the EOI.
* Continue to the Health questions. Please answer all questions and provide your physician’s information as requested.
* Review all of the information.
* Review the terms of Electronic Signature and check the agree box.
* Click the button on the bottom right that says Submit EOI Application.
* You can view and print your confirmation.

INFORMATION YOU WILL NEED

Group and Account Number: F022702, Account 1

Group Name: City of Corpus Christi

What is the time frame for processing my EOI Application?

Your EOI application will be active in the review process for up to 90 days. Once we receive all information requested, we will review it. The majority of decision are made within 15 days of receipt of all requested information. Occasionally, additional information may be needed. If further information is needed to evaluate your EOI, we will ntofy you in writing.

If Blue Cross Blue Shield of Texas does not receive requested application information, medical records, and /or exam/lab test your file will be closed. You and your employer will be notified by mail.

*Please note: An incomplete form will delay the processing of an applicant’s insurance request. Paper forms should be faxed to 855-691-7157* *or mailed to the Medical Underwriting Department, P.O. Box 7072, Downers Grove, IL 60515.*