

Checklist

Review these before sending your application in to make sure it is complete

Did you fill in all parts of the application that apply to you and sign in blue or black ink? When you mail, make sure to attach enough postage.

Did you remember to provide proof you are a Tennessee resident? A copy is required to show where you live. Any proof must show the residence address used on this application and your name. Or it can show the name of your guardian or spouse, or a parent's name if the applicant is a minor child.

Examples of the papers you can use include – this is not a complete list and you only need one:

- Current utility bill including telephone, electric, water, gas, cable, etc. (Current within 90 days)
- Current bank statement (NOT copies of your checks)
- Current driver license or ID, or motor vehicle registration issued by the State of Tennessee
- Current IRS tax reporting W-2 Form

Did you attach proof of your eligibility (ONE of the ways below)?

ONLY if you are using Federal Eligibility -finishing COBRA coverage or using other HIPAA portability coverage - attach a copy of your certificate of creditable coverage, or other proof of that insurance.

ONLY if you are using State Eligibility because you cannot get individual insurance (uninsurable), send papers to show you qualify in ONE of the two ways below:

- Only if you are using an insurance denial letter, be sure to attach a copy of the denial.
- Only if you are using one of the 55 listed medical conditions to show you are uninsurable, did you include a doctor's statement? There is a form for your doctor to use, a listing of applicable medical codes. Your doctor can also write a letter but it must be signed and contain diagnosis information, including medical coding (ICD-9 or CPT) details.

If you believe you qualify for Portability coverage or other exception to the 3 month period without insurance, please attach your certificate of creditable coverage or other proof of your previous insurance.

If you want help paying your premium based on your income, did you complete and sign the Application for State Premium Assistance and attach a copy of your most recent tax filing or other proof of family income? You must be in Plan One to receive premium assistance. If your premium assistance application comes in separate from your AccessTN application, then your premium assistance may start after your health coverage.

If you are not a U.S. Citizen, did you attach proof of your immigration status? The Qualified Alien Exception Statement lists the categories of legal immigrants that may enroll in AccessTN.

Call 1-866-636-0080 toll free with questions or for help with these papers.