

Step 1 – Application

- Complete the GHC-SCW Application
 - Section 1: Select the insurance coverage
 - Section 2 and 3: Complete information about yourself and family members that will be insured
 - Choose a Primary Care Provider or Clinic for each person
- Turn Application in to your Human Resources Department

Step 2 – Transition of Care

- Complete a Transition of Care form for each person who needs transition assistance:
 - Currently under **active** treatment of a specialist (not primary care provider) and have an appointment(s) already scheduled within the first 90 days of GHC-SCW insurance
 - Have an eligible surgery, procedure, advanced imaging, or infusion already scheduled within the first 90 days of starting GHC-SCW insurance
 - Currently pregnant
 - Use durable medical equipment
 - Taking prescribed medications
- Send the completed form to the GHC-SCW Care Management Department:
 - Save as a pdf file and upload to: <https://ghcscw.com/health-insurance/transition-your-care>
 - Mail: 1265 John Q Hammons Drive, Madison, WI 53717
 - Fax: 608-733-6316

Step 3 – Refill Medications

- Speak to your current medical providers to ensure you have medication refills on file so you do not miss any doses before you see your new primary care provider

Step 4 – New Member Appointment

- Two weeks after your Human Resources department submits the applications, call GHC-SCW Member Services at (608)828-4853 or (800)605-4327 to obtain your new member number
- Call your new Primary Care Provider's office and schedule a new member appointment for after your start date
 - Use this appointment to discuss medication refills, medical history, concerns, and specialists you see (you may need a referral for your specialists)
- Notify all treating providers and pharmacies that you will have GHC-SCW insurance and provide them with your new member number

Step 5 – Register for MyChart

- Go to <http://www.ghcscw.com>, click on GHCMYCHART LOG-IN, and then click on Register & Activate. Follow directions to register for GHC MyChart (also to register for family members)