

Following are benefit forms to request a mid-year change outside of an open enrollment period. Be sure to submit forms within one month of the event (31 days max).

If requesting a change for multiple plans, only one Benefits Change Request form and Dependent Verification for Insurance Coverage form is required.

Completed forms may be scanned or photographed and emailed to AskHR@uams.edu; or delivered to our office on 4C of the Central Building (lock box is available after hours); or faxed to 501-686-5386.

Medical

Changes can only be made for a qualifying life event

[Benefits Change Request](#)

[Health Insurance Enrollment Application](#)

[Dependent Verification for Insurance Coverage \(If adding a spouse or child\)](#)

Dental

Changes can only be made for a qualifying life event

[Benefits Change Request](#)

[Dental Insurance Enrollment Application](#)

[Dependent Verification for Insurance Coverage \(If adding a spouse or child\)](#)

Vision

Changes can only be made for a qualifying life event

[Benefits Change Request](#)

[Vision Plan Enrollment Application](#)

[Dependent Verification for Insurance Coverage \(If adding a spouse or child\)](#)

TIAA and Fidelity Retirement Contributions

Changes to employee voluntary contributions can be made at any time

[Employee "Matched" Retirement Contribution Agreement and Acknowledgement](#)

["Unmatched" Retirement Contribution Agreement and Acknowledgement](#) (for residents, temps and other employees ineligible for UAMS contributions)

Optional Life

Can drop or reduce coverage at any time. Use this form to also update your Basic Life and Optional Life beneficiaries.

[Life, Disability, AD&D Insurance Change Form](#)

[Evidence of Insurability Application](#) (found on UA System; subject to carrier approval)

Dependent Life

Can drop or reduce coverage at any time. Can add if gaining your first dependent (spouse or child).

[Life, Disability, AD&D Insurance Change Form](#)

[Evidence of Insurability Application](#) (found on UA System website; subject to carrier approval)

Accidental Death and Dismemberment

Changes can be made at any time

[Life, Disability, AD&D Insurance Change Form](#)

Optional Short Term Disability

Can drop coverage at any time. Can add within one month of annual salary exceeding \$45,000. Not available to residents.

[Life, Disability, AD&D Insurance Change Form](#)

Optional Long Term Disability

Can drop coverage at any time. Can add within one month of annual salary exceeding \$20,000. Not available to residents or FGP members.

[Life, Disability, AD&D Insurance Change Form](#)

FSA – Flexible Spending Account for Healthcare and/or Dependent Daycare

Changes can only be made for a qualifying event

[Benefits Change Request](#)

[FSA Change Form](#)

HSA – Health Savings Account

Only available to those enrolled in the high deductible Health Savings Plan. Changes to employee contributions can be made at any time.

[Health Savings Account \(HSA\) Enrollment Form](#)

Critical Illness

Changes can only be made for a qualifying event

[Benefits Change Request](#)

[Critical Illness Application form](#)