

# I'm Retired and There Have Been Some Life Changes

## RETIREE EDUCATION SERIES



It is the retiree's responsibility to notify their former employer and HealthTrust of any life changes or qualifying events. Unsure of what information to share? Here's some guidance.

### Marriage

If you wish to add a spouse or partner, please contact your former employer and HealthTrust. This life change requires a [Retiree Medical and/or Dental Application and Change Form](#).

If you are changing your name or address, you will need this form: [Information Update/Correction Form](#).

Other situations may require additional forms.

### Birth, Adoption, and Legal Guardian

If you want to add child, please contact your former employer and HealthTrust.

### Death

If you need to remove a spouse, partner, child, or incapacitated dependent due to death, please contact your former employer, HealthTrust, and NHRS, if you are enrolled.

### Divorce

If you wish to remove a spouse or partner, please contact your former employer and HealthTrust. You will need: [Notice of Divorce or Legal Separation Form](#) and, for a name change, the [Retiree Medical and/or Dental Application and Change Form](#).

### Address and phone number changes

Log in to your Secure Enrollee Portal (SEP) and click on Enrollment/Membership Info in the left navigation bar. Scroll to the bottom of the page and click on Update Your Membership Information. Overwrite the incorrect information and click on the green Submit Update button on the bottom of the screen. You can also use this form: [Information Update/Correction Form](#)

### Authorized representative changes

Please send HealthTrust an updated copy of your financial power of attorney (POA). This is different than your medical POA. You could also use this form: [HIPAA Authorization to Release Information](#)

### CONTACT US ANY TIME

Facts and circumstances are different for everyone. Each retiree has unique situations, which may include veteran status, age of spouse, incapacitated dependents, Social Security Disability Insurance (SSDI), relocation out of New England, and college age students, to name a few.



If you have specific questions, we encourage you to call Enrollee Services at **800.527.5001**. They can assist you on the phone or meet with you in person at our offices at 25 Triangle Park Drive in Concord, New Hampshire.