



Dental Academic Affairs
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Capital Area Health Consortium
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TO: Exiting Dental Residents

FROM: The Consortium Staff

As part of the exiting process, you will need to attend a brief virtual exit interview with the Consortium. At this meeting, the options for continuing your health coverage through (COBRA) and the group long-term disability conversion option will be explained. **This meeting is mandatory.**

Our office will contact you with the meeting details and will provide you with the following forms which we will need to collect following your exit interview:

1. COBRA Notification Form

All exiting employees must sign this form. By doing so, you are acknowledging that your COBRA benefits have been explained to you.

2. Payroll Forwarding Address Form

Please complete this form in its entirety. This will ensure that your last paycheck is received and will provide address-forwarding information to ensure you receive your W-2 and 1095-C at year-end.