Group Overview: Group Level Navigation



ConnectiCare.

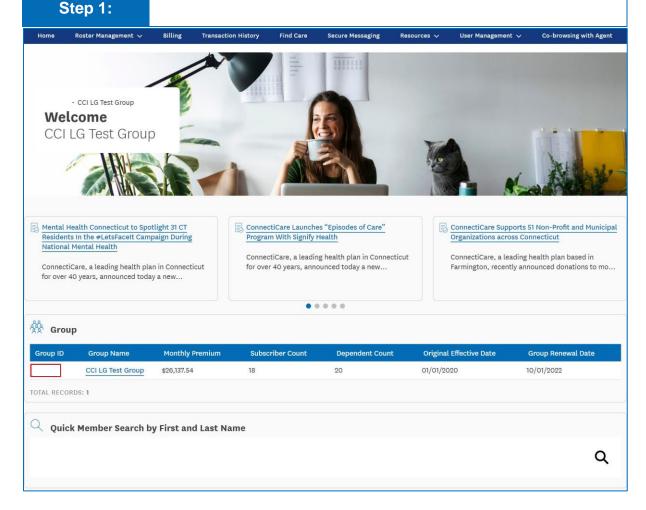


Purpose: Overview of Group Level Navigation.



From the **Home Page (Dashboard)**:

1. Scroll down to the Group section, and click the relevant **Group ID**.







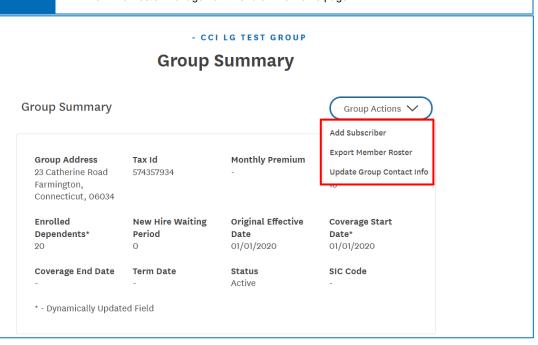
Step 2:

The Group Summary displays.

 View an overview of your Group Details, Tax Id, Monthly Premium, Enrolled Subscribers*, Enrolled Dependents*, New Hire Waiting Period, Original Effective Date, Coverage Start Date*, Coverage End Date, Termination Date, and Status.

Note: The Shop Certified attribute only appears for Small groups.

- (Optional) View available group-level actions by clicking on the Group
 Actions button. Possible actions, based on access level, include Add
 Subscriber, Export Member Roster, and Update Group Contact Info.
- 3. **Note:** The same three actions are available at the subgroup level. Additional actions for individual members (e.g., Terminate Coverage, Add Dependent, etc.) can be performed from the Roster Management menu on the Home page.





Step 3:

This is the COBRA, HRA/HSA and Involuntary Details card.

1. Click the arrow icon to view COBRA, HRA/HSA and Involuntary rider status.

Note: The COBRA and HRA/HSA fields display Y/N or NA.







Step 4:

This is the Group Contact Info card. This card displays contact details for the Group Primary POC and Billing POC, as available.

1. Click the arrow icon to view First Name, Last Name, Address, Email Address, Phone Number, Type.

Note: This is applies only to Large Groups.





Step 5:

This is the List of Subgroups card. This card displays the list of active and inactive subgroups associated with the group.

 Click the arrow icon to view the Subgroup ID, Subgroup Name, Tax ID, Primary Address, Coverage Start Date, Coverage End Date, Status, and Renewal Date of the associated subgroups (up to two years past the termination date).







Step 6:

This is the Group Plan Summary card.

1. Click the arrow icon to view the Medical, Dental, Vision, and Pharmacy plans offered by an active group.

Note: Plan details of last 24 months are displayed. For each plan, as applicable, the following documents are available to download:

- 1. Summary of Benefits of Coverage
- 2. Benefits Summary/Summary of Benefits
- 3. Welcome Kit

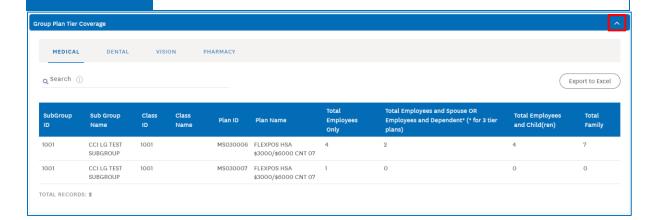




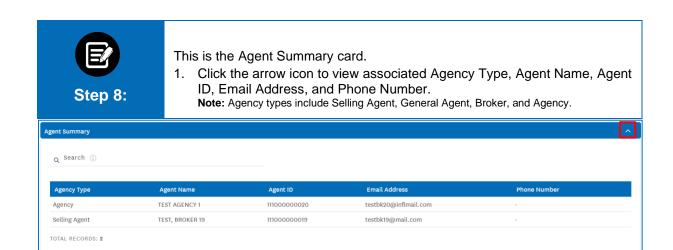
Step 7:

This is the Group Plan Tier Coverage card.

 Click the arrow icon to view counts of subscribers, spouses, children, and family by tier coverage (Medical, Dental, Vision, and Pharmacy).
 Note: Plan details of last 24 months are displayed. This feature is not applicable for multiorg groups.







Thank You