

Group Overview: Group Level Navigation

Quick Reference Guide (QRG)



Purpose: Overview of Group Level Navigation.



Step 1:

- From the **Home Page (Dashboard)**:
1. Scroll down to the Group section, and click the relevant **Group ID**.

HomeRoster Management ▼BillingTransaction HistoryFind CareSecure MessagingResources ▼User Management ▼Co-browsing with Agent

- CCI LG Test Group

Welcome

CCI LG Test Group

Mental Health Connecticut to Spotlight 31 CT Residents in the #LetsFaceIt Campaign During National Mental Health

ConnectiCare, a leading health plan in Connecticut for over 40 years, announced today a new...

ConnectiCare Launches "Episodes of Care" Program With Signify Health

ConnectiCare, a leading health plan in Connecticut for over 40 years, announced today a new...

ConnectiCare Supports 51 Non-Profit and Municipal Organizations across Connecticut

ConnectiCare, a leading health plan based in Farmington, recently announced donations to mo...

Group

Group ID	Group Name	Monthly Premium	Subscriber Count	Dependent Count	Original Effective Date	Group Renewal Date
	CCI LG Test Group	\$26,137.54	18	20	01/01/2020	10/01/2022

TOTAL RECORDS: 1

Quick Member Search by First and Last Name

1



Step 2:

The Group Summary displays.

1. 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.

2. (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.

- CCI LG TEST GROUP

Group Summary

Group Summary

Group Actions ▾

- Add Subscriber
- Export Member Roster
- Update Group Contact Info

Group Address
23 Catherine Road
Farmington,
Connecticut, 06034

Tax Id
574357934

Monthly Premium
-

Enrolled Dependents*
20

New Hire Waiting Period
0

Original Effective Date
01/01/2020

Coverage Start Date*
01/01/2020

Coverage End Date
-

Term Date
-

Status
Active

SIC Code
-

* - Dynamically Updated Field



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.

COBRA, HRA/HSA and Involuntary Details

COBRA	HSA	Involuntary
N	N	



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 applies only to Large Groups.

Group Contact Info					
<input type="text"/> Search					
First Name	Last Name	Address	Email Address	Phone Number	Type
Emp5	Test5	23 Catherine Road, Farmington, Connecticut, 06034	asdf@nyccaner.tk	(123) 456-7812 Ext 1212	Primary
TOTAL RECORDS: 1					



Step 5:

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

1. 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).

List Of Subgroups							
<input type="text"/> Search							
Subgroup ID	Subgroup Name	Tax ID	Primary Address	Start Date	End Date	Status	Renewal Date
<u>1001</u>	CCI LG TEST SUBGROUP	574357934	12 North Hampton Road , Enfield, Connecticut, 06082	01/01/2020	-	Active	10/01/2022
TOTAL RECORDS: 1							



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

Group Plan Summary							
MEDICAL DENTAL VISION PHARMACY							
Search ⓘ						Export to Excel	
Plan ID	Plan Name	Product Type	Total Number of Subscribers	Total Number of Dependents	Plan Effective Date	Plan End Date	
MS030007	FLEXPOS HSA \$3000/\$6000 CNT 07	POS	1		01/01/2020	-	+
MS030006	FLEXPOS HSA \$3000/\$6000 CNT 07	POS	17	20	01/01/2020	-	+
TOTAL RECORDS: 2							



Step 7:

This is the Group Plan Tier Coverage card.

1. 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 multi-org groups.

Group Plan Tier Coverage									
MEDICAL DENTAL VISION PHARMACY									
Search ⓘ						Export to Excel			
SubGroup ID	Sub Group Name	Class ID	Class Name	Plan ID	Plan Name	Total Employees Only	Total Employees and Spouse OR Employees and Dependent* (* for 3 tier plans)	Total Employees and Child(ren)	Total Family
1001	CCI LG TEST SUBGROUP	1001		MS030006	FLEXPOS HSA \$3000/\$6000 CNT 07	4	2	4	7
1001	CCI LG TEST SUBGROUP	1001		MS030007	FLEXPOS HSA \$3000/\$6000 CNT 07	1	0	0	0
TOTAL RECORDS: 2									





Step 8:

This is the Agent Summary card.

1. Click the arrow icon to view associated Agency Type, Agent Name, Agent ID, Email Address, and Phone Number.

Note: Agency types include Selling Agent, General Agent, Broker, and Agency.

Agent Summary 				
<input type="text"/> Search 				
Agency Type	Agent Name	Agent ID	Email Address	Phone Number
Agency	TEST AGENCY 1	111000000020	testbk20@inlmail.com	-
Selling Agent	TEST, BROKER 19	111000000019	testbk19@mail.com	-
TOTAL RECORDS: 2				

Thank
You