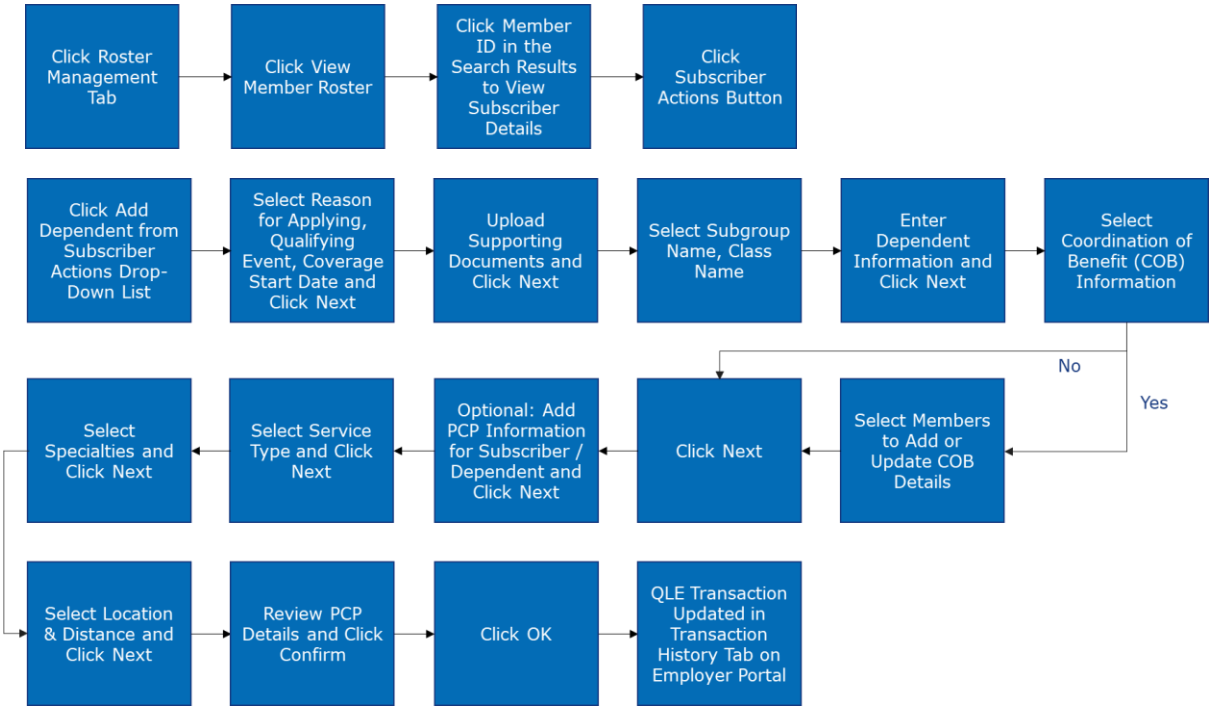
Roster Management – Add Dependent

Quick Reference Guide (QRG)

ConnectiCare

This Quick Reference Guide (QRG) will provide an overview of the process for Adding Dependent:



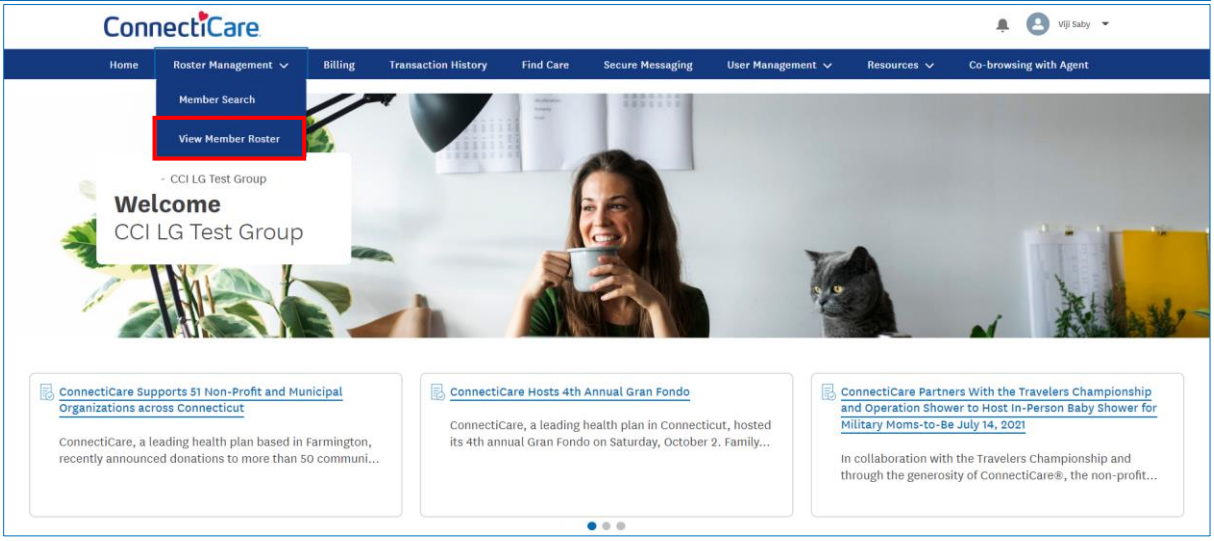
Let's look at the steps in detail for Adding a Dependent:

Purpose: Add Dependent.
Please note your screen may look different depending on the plans for which you and your dependents (if any) are enrolled.

Step 1:

Note: A dependent can only be added if their age is less than the Stop Age (e.g., 26 years). The age is calculated according to the dependent's birthday, not the last day of their birth year.

1. From the **ConnectiCare Home** page, select the **Roster Management** tab.
2. From the drop-down menu, select **View Member Roster**.



Step 2:

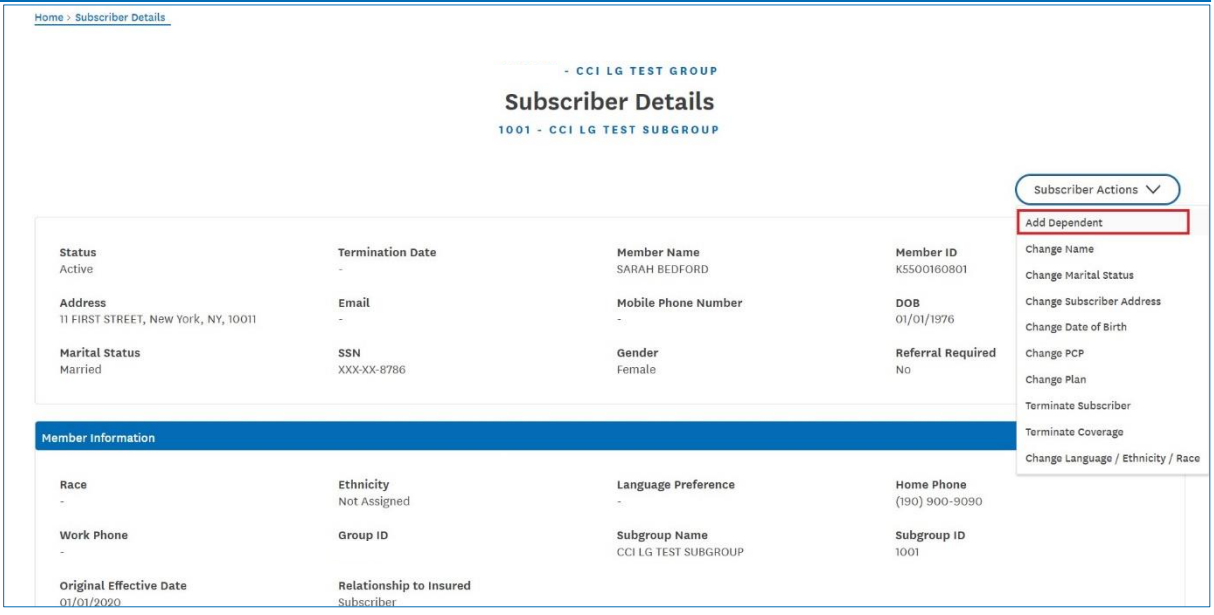
1. Select the **Member ID** for which the user wants to Add Dependent**.**

Subgroup ID	Class ID	Member ID	Member Name	Date of Birth	SSN	Gender	Relationship to Subscriber	Coverage Start Date	Termination Date	Original Effective Date	Status
1001	1001	K5500160802	BEDFORD, JOE	01/04/1999	XXX-XX-8675	Male	Child	01/01/2020	-	01/01/2020	Active
1001	1001	K5500160801	BEDFORD, SARAH	01/01/1976	XXX-XX-8786	Female	Subscriber	01/01/2020	-	01/01/2020	Active
1001	1001	K5500162001	COOK, ANDREW	08/06/1967	XXX-XX-0099	Male	Subscriber	01/01/2020	-	01/01/2020	Active
1001	1001	K5500162002	COOK, BETH	09/08/1967	XXX-XX-7876	Female	Spouse	01/01/2020	-	01/01/2020	Active
1001	1001	K5500161901	FRANCO, MATHEW	09/01/1967	XXX-XX-6545	Male	Subscriber	01/01/2020	-	01/01/2020	Active
1001	1001	K5500161902	FRANCO, MOSSES	01/09/1999	XXX-XX-1245	Male	Child	01/01/2020	-	01/01/2020	Active
1001	1001	K2500001903	HOC, Jen	01/02/2014	XXX-XX-9222	Male	Son	01/01/2021	-	01/01/2021	Active
1001	1001	K2500001902	HOC, Rosy	01/04/1995	XXX-XX-5555	Female	Wife	01/01/2021	-	01/01/2021	Active
1001	1001	K2500001901	HOC, Sridhar	01/05/1983	XXX-XX-6333	Male	Subscriber	01/01/2021	-	01/01/2021	Active

Step 3:

The **Subscriber Details** screen displays.

1. From the **Subscriber Actions** drop-down menu, click the **Add Dependent** option.



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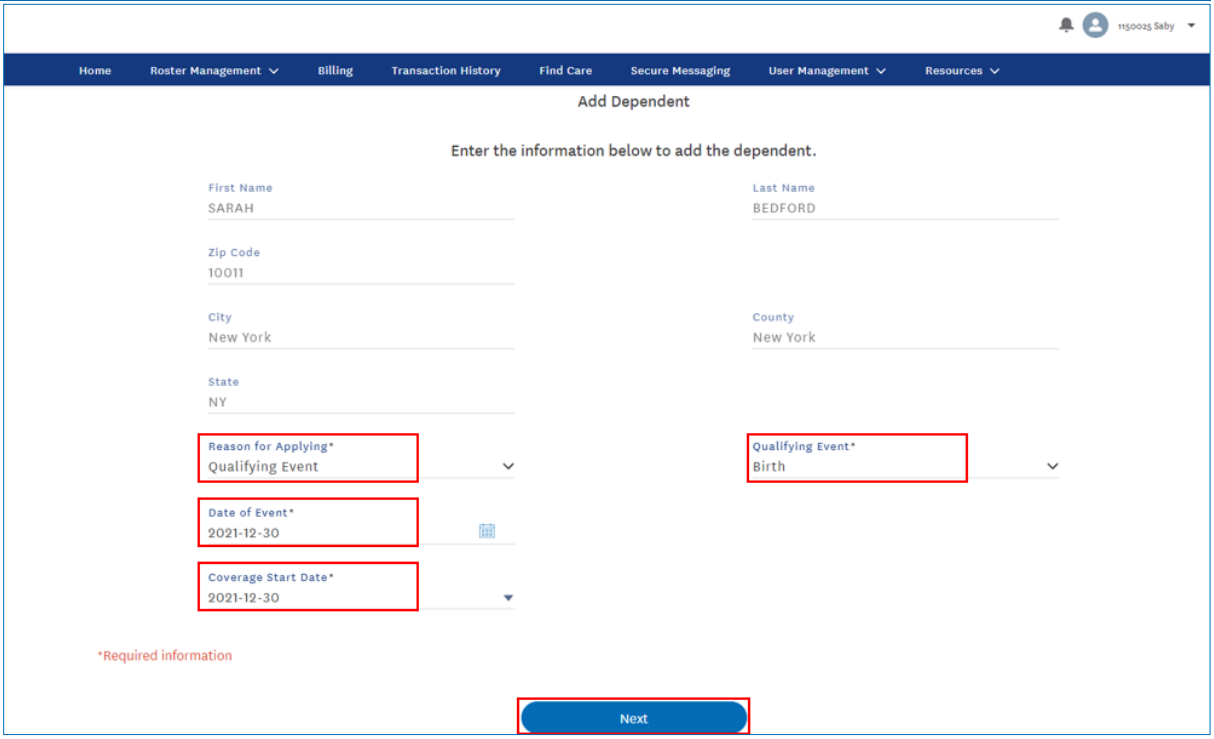
Step 4:

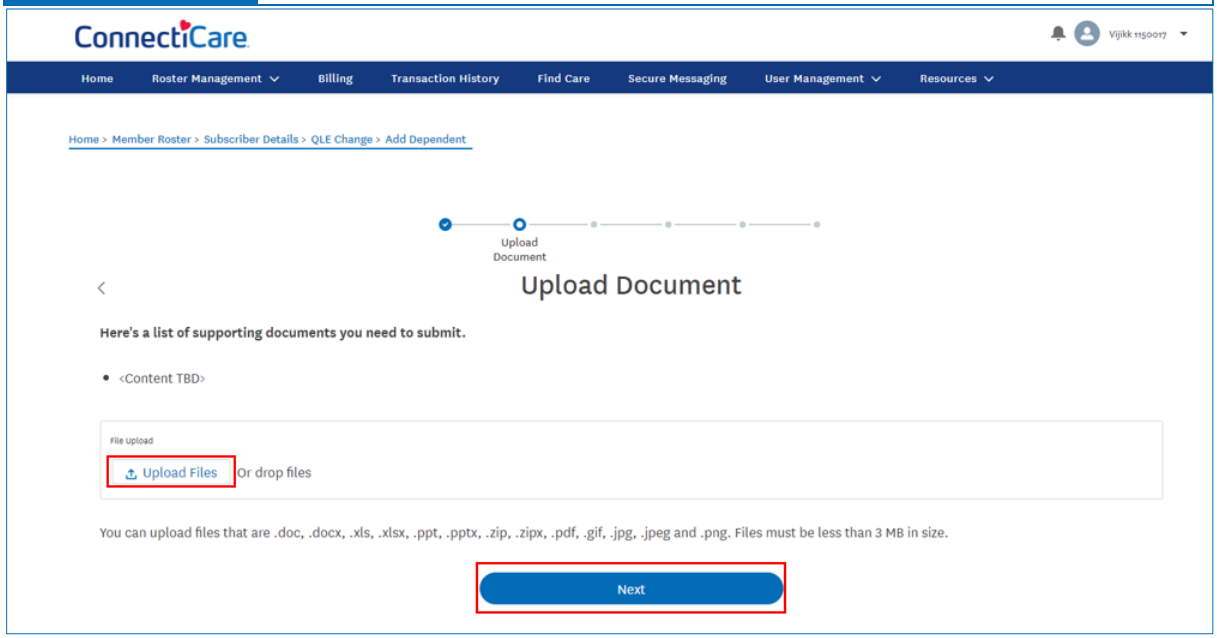
The **Add Dependent** screen displays.

1. Fill in the desired fields from the drop-down (i.e., **Reason for Applying, Qualifying Event, Date of Event** and **Coverage Start Date**).
2. Click **Next.**



Step 5:

1. Click the **Upload Files** option or Drop the files to add the supporting documents.
2. Click **Next.**



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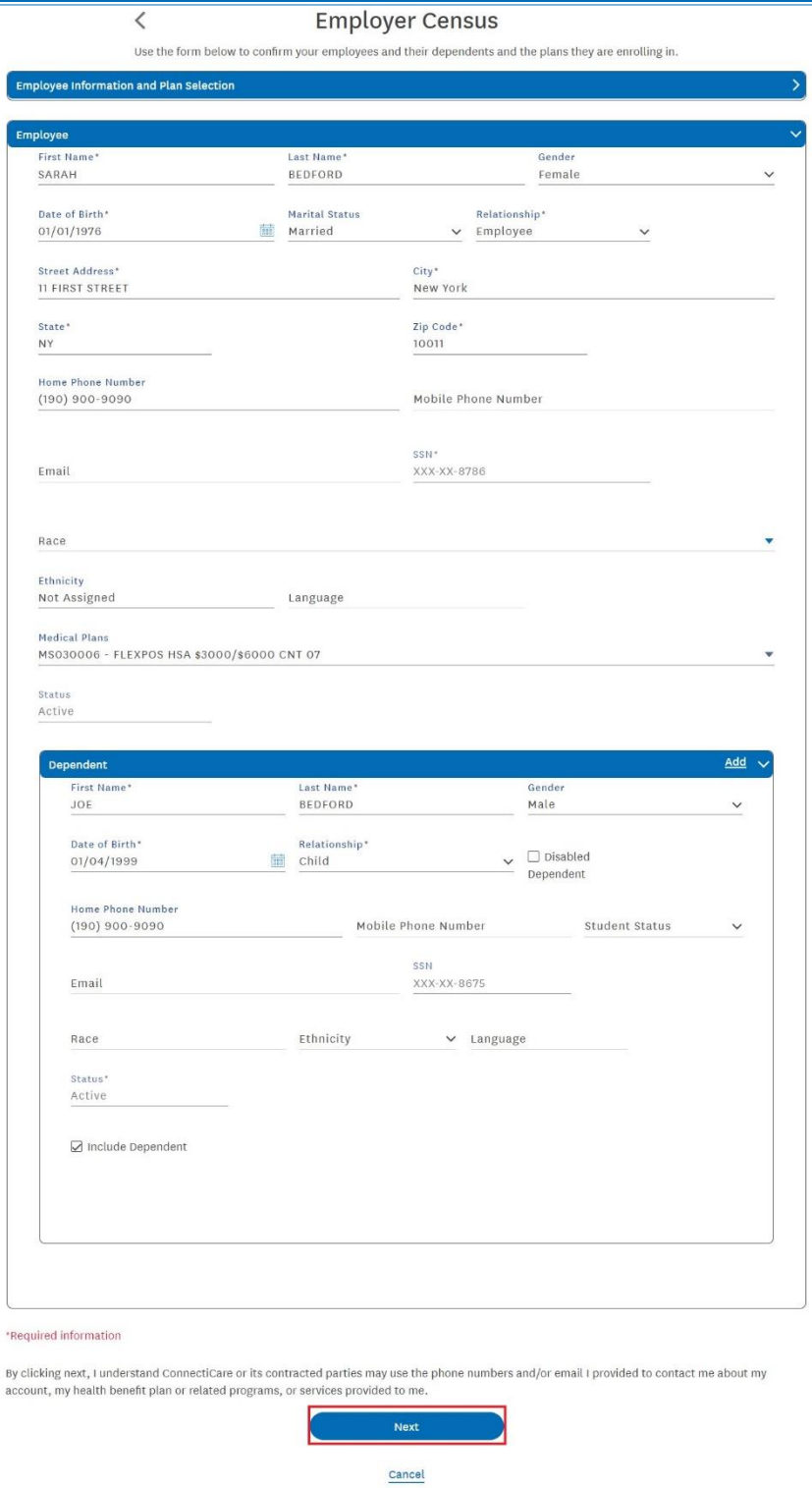
Step 6:

The Employer Census screen displays.

1. Review the dependent.
2. Click **Next.**



Step 7:

The Coordination of Benefit (COB) Information screen displays.

1. Select **Yes** or **No**.
   Note: For this demonstration, we have selected **No**. If you select **Yes**, the ***Will the employee or the employee's family remain enrolled in the other health plan?** option displays. If you select **Yes**, you will be shown the **Select member(s) to add or update COB details** menu in order to edit additional benefits.

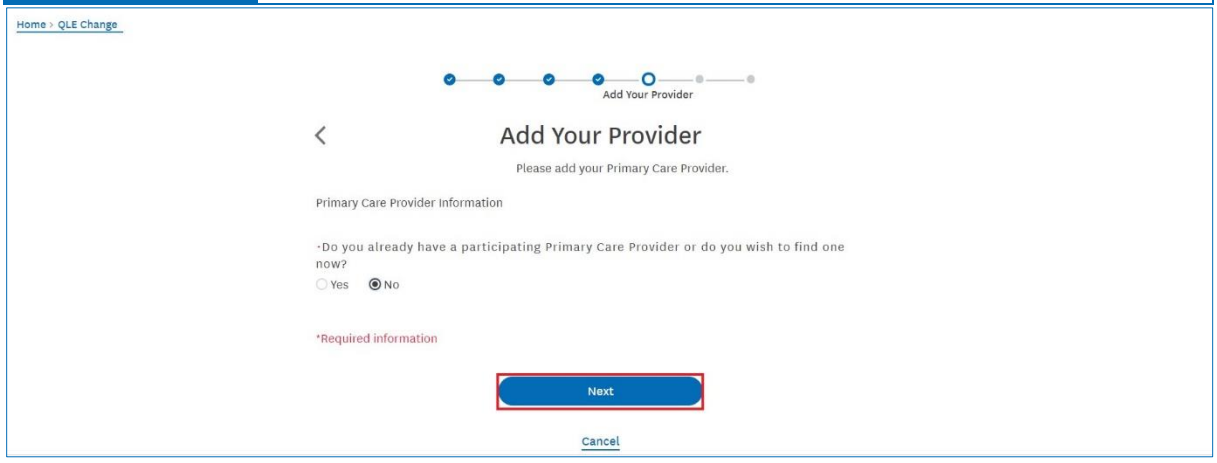
Click **Next.**

Step 8:

The **Add Your Provider** screen displays.

Note: This screen will not display for all Group or Plan types.

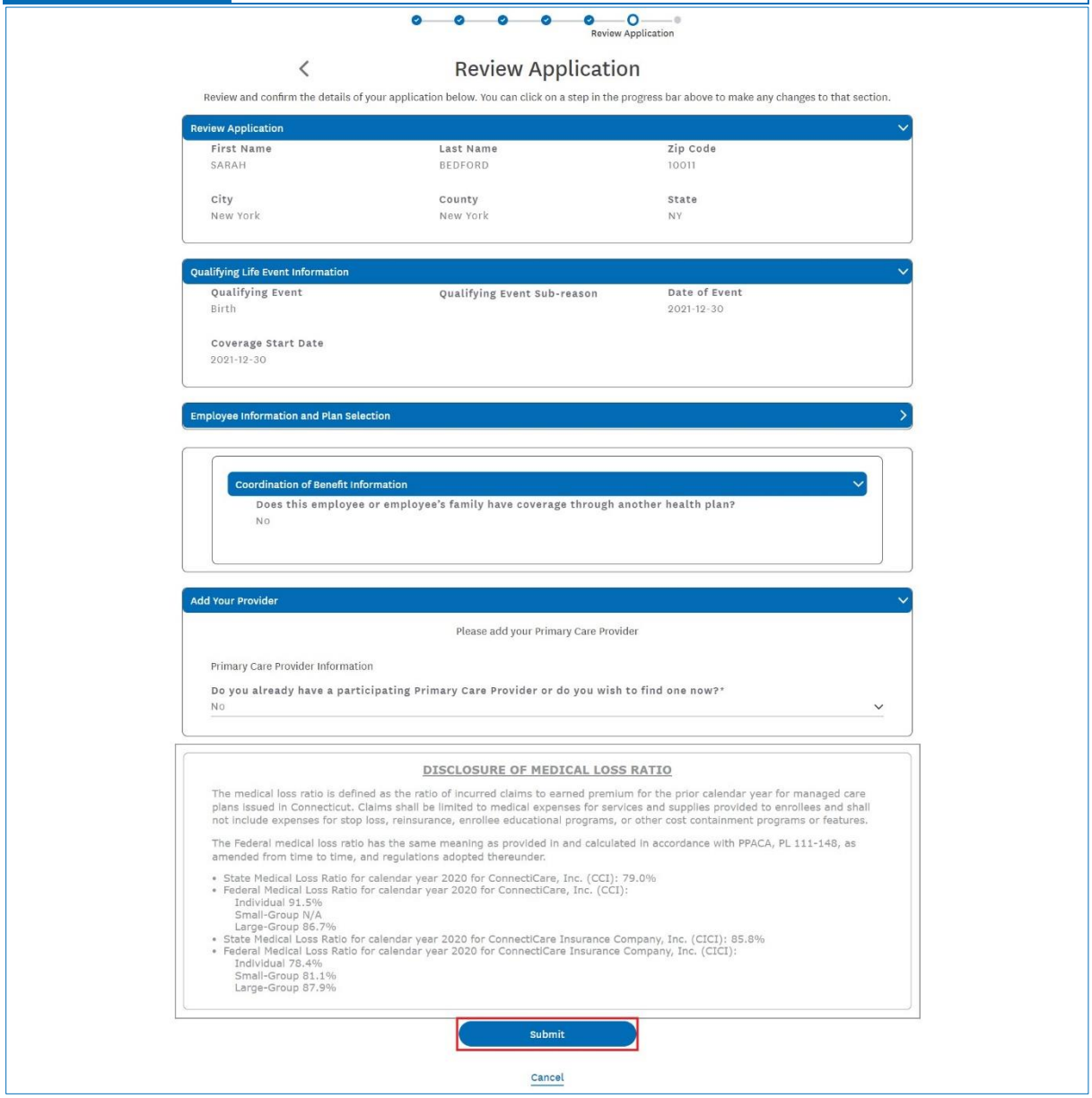
1. Choose the option from the drop-down to select the option for participating primary provider.
2. Click **Next.**
   Note: If you selected yes on the Coordination of Benefit (COB) Information page, edit the details for the existing participant.



Step 9:

The **Review Application** screen displays.

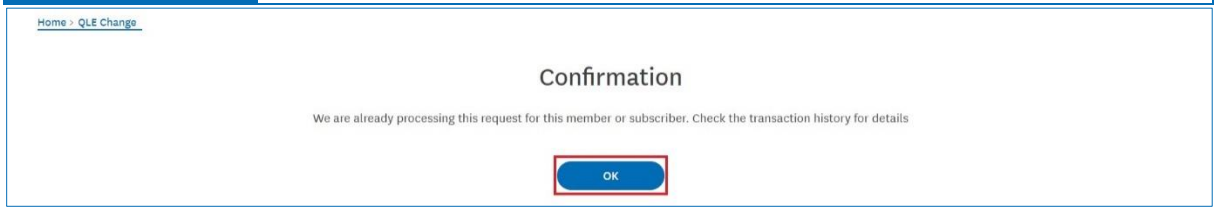
1. Review the Dependent details.
2. Click **Submit.**



Step 10:

The **Confirmation** screen displays.

1. Click **OK.**



Thank You

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