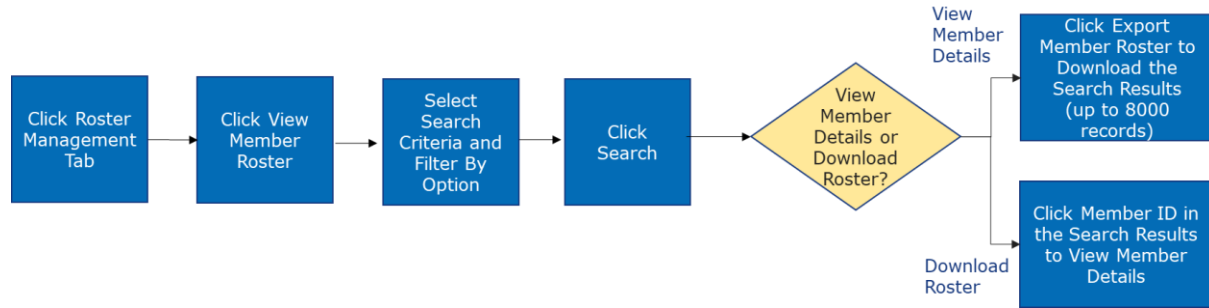


View and Export Member Roster

Quick Reference Guide (QRG)



This Quick Reference Guide (QRG) will provide an overview of the process for process to View and Export Member Roster details.



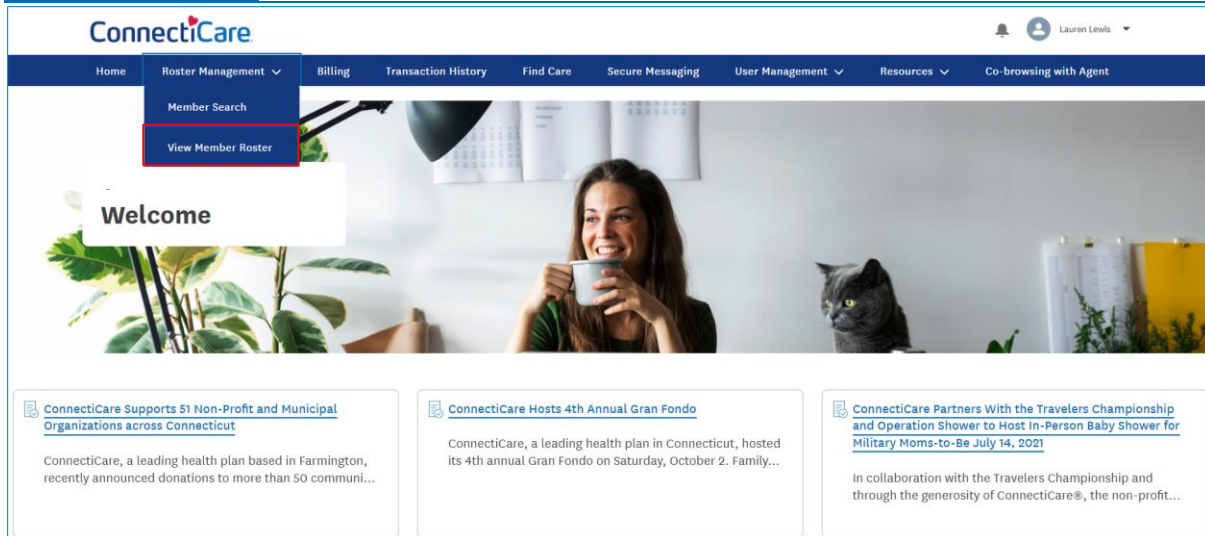
Let us look at the steps in detail for the View and Export Member Roster details.

Purpose: View and Export Member Roster details



Step 1:

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





Step 2:

The Member Roster screen displays.

1. In the Search By field, select an appropriate option like **Subgroup ID**, **Subgroup Name**, **Subscriber only** or **Future Effective** to find desired member detail.

Note: Click **Subgroup ID** or **Subgroup Name** to search for a specific subgroup.

Home > Member Roster

- CCI LG TEST GROUP

Member Roster

Search By

☐ None
 ☒ Subgroup ID
 ☐ Subgroup Name

☐ Subscriber Only
 ☐ Future Effective

Search

Reset Search

Member Status
All

Exporting search results will show more details for each member.

Export Member Roster



Step 3:

1. In the **Member Status** field, select the **Active**, **Inactive** or **All** members from the drop-down menu.

Note: For this example, we will use **All**.

2. Click **Search**.

Search By

☒ None
 ☐ Subgroup ID

☐ Subgroup Name

☐ Subscriber Only
 ☐ Future Effective

Member Status
All

Search

Export Member Roster

Exporting search results will show more details for each member.

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	1189	K3763740601	ANN CARIKE	08/04/1970	XXX-XX-5664	Female	Subscriber	01/01/2021	09/28/2021	01/01/2021	Inactive
1001	1089	K3763537701	Aaron	10/31/2021	XXX-	Male	Subscriber	10/31/2021	-	01/01/2021	Active



Step 4:

The Member result displays.

1. Click **Member ID** to view member details.

Note: You can fine tune results by sorting records by desired field. By default, the search result is sorted by **Member Name**.

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	1189	K3763740601	ANN CARIKE	08/04/1970	XXX-XX-5664	Female	Subscriber	01/01/2021	09/28/2021	01/01/2021	Inactive
1001	1089	K3763537701	Aaron Dennis D	10/31/2021	XXX-XX-2362	Male	Subscriber	10/31/2021	-	01/01/2021	Active
1001	1059	K3763537401	Alex Frank F	11/09/2021	XXX-XX-5202	Male	Subscriber	11/09/2021	-	01/01/2021	Active
1001	1092	K3763733802	Alice Bryan B	08/08/1980	XXX-XX-0212	Female	Spouse	10/01/2021	-	01/01/2021	Active
1001	1164	K3763538202	Amber Logan L	10/02/2021	XXX-XX-6252	Female	Daughter	10/02/2021	-	01/01/2021	Active



Step 5:

1. Click **Export Member Roster** to download the search results.

Note: Member search results can be up to 8000 records.

Member Roster

Search By

☒ None ☐ Subgroup ID ☐ Subgroup Name

Member Status

All

☐ Subscriber Only

☐ Future Effective

Search

Reset Search

Exporting search results will show more details for each member.

Export Member Roster



Step 6:

1. Member roster details are downloaded to an Excel spreadsheet.

AutoSave Off member-roster-1637861512472 - Excel Search Kumar, Ujjwal (VOS) KU

File Home Insert Page Layout Formulas Data Review View Help Micro Focus ALM Upload Add-in Share Comments

Clipboard Font Alignment Sensitivity Number Styles Cells Editing Ideas

A1 Group ID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Group ID	Group Name	Subgroup	Subgroup ID	Class ID	Class Name	Member ID	First Name	Last Name	DOB	SSN	Relationship	Plan ID	Plan Name	Plan Type	Coverage Start	Coverage End
1		Group 273:1001	CCI LG Cor	1053			K37643751	Jim	Mat	11/01/200	XX-XXX-96	Spouse	MH030123	CHOICE Hf Medical		11/01/202	-
2		Group 273:1001	CCI LG Cor	1053			K37643751	Viji	Saby	11/01/200	XX-XXX-67	Subscriber	MH030123	CHOICE Hf Medical		11/01/202	-
3		Group 273:1001	CCI LG Cor	1053			K3764172C	Darla	Moreno	07/20/196	XX-XXX-64	Subscriber	MS030260	FLEXPOS 3 Medical		09/01/202	-
4		Group 273:1001	CCI LG Cor	1053			K3764115C	Timmy	Carlin	11/01/202	XX-XXX-67	Child	MH030123	CHOICE Hf Medical		11/01/202	-
5		Group 273:1001	CCI LG Cor	1053			K3764115C	David	Carlin	11/04/198	XX-XXX-67	Subscriber	MH030123	CHOICE Hf Medical		11/01/202	-
6		Group 273:1001	CCI LG Cor	1053			K37641134	v		10/31/202	XX-XXX-67	Subscriber	MH030123	CHOICE Hf Medical		12/02/202	-
7		Group 273:1001	CCI LG Cor	1053			K3763839S	test	test	09/02/195	XX-XXX-67	Subscriber	MH030123	CHOICE Hf Medical		09/29/202	-
8		Group 273:1001	CCI LG Cor	1053			K3763839S	test	test	09/11/195	XX-XXX-67	Subscriber	MH030123	CHOICE Hf Medical		09/29/202	-
9		Group 273:1001	CCI LG Cor	1053			K3763817E	GRACE	WATSON	02/06/198	XX-XXX-34	Subscriber	MS030260	FLEXPOS 3 Medical		09/01/202	-
10		Group 273:1001	CCI LG Cor	1053			K37637842	David	Carlin	10/09/198	XX-XXX-67	Subscriber	MH030123	CHOICE Hf Medical		10/01/202	-
11		Group 273:1001	CCI LG Cor	1053			K3763784C	David	Carlin	10/01/202	XX-XXX-67	Subscriber	MH030123	CHOICE Hf Medical		10/01/202	-
12		Group 273:1001	CCI LG Cor	1053													

Thank You