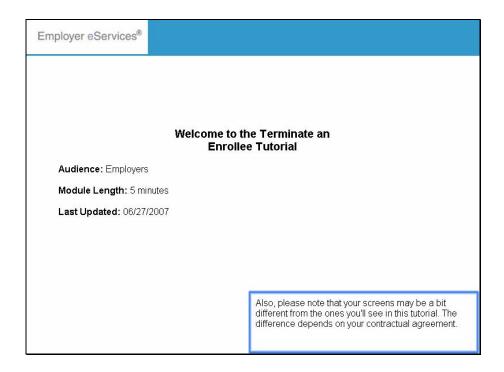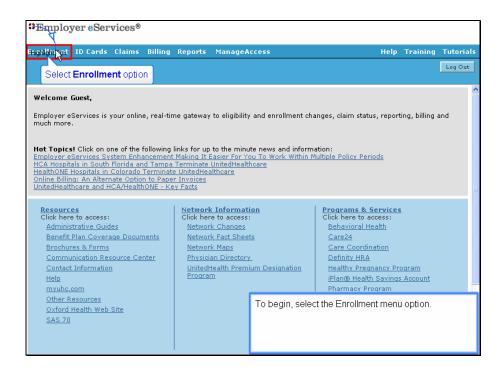Welcome to the Terminate an Enrollee tutorial. In this tutorial, you'll learn how to terminate an enrollee's coverage. Keep in mind that an "enrollee" may be an employee or an employee's dependent.

Employer eServices®

Welcome to the Terminate an Enrollee Tutorial

Audience: Employers

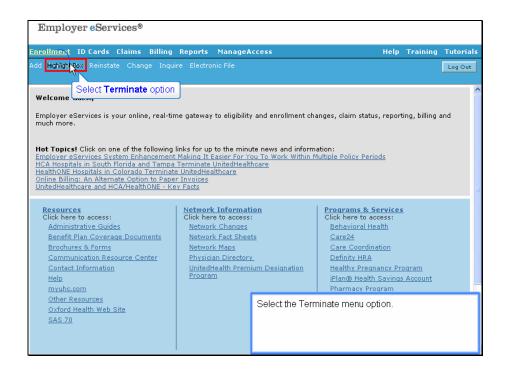**Module Length:** 5 minutes

Last Updated: 06/27/2007

Also, please note that your screens may be a bit different from the ones you'll see in this tutorial. The difference depends on your contractual agreement.

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**Welcome to the Terminate an
Enrollee Tutorial**

Audience: Employers

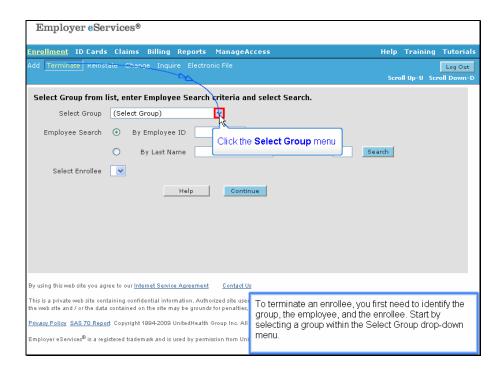**Module Length:** 5 minutes

Last Updated: 06/27/2007

Finally, remember that all sample information you'll see
in this tutorial is fictitious. Any resemblance to existing
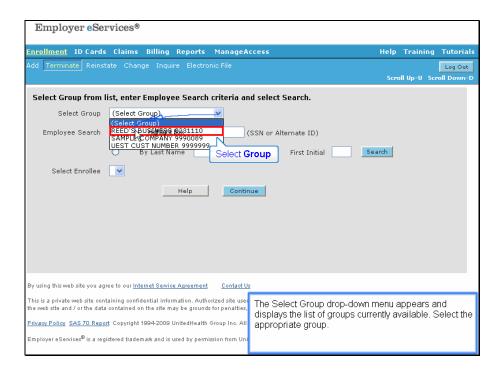individuals or companies is purely coincidental.

Finally, remember that all sample information you'll see in this tutorial is fictitious. Any resemblance to existing individuals or companies is purely coincidental.

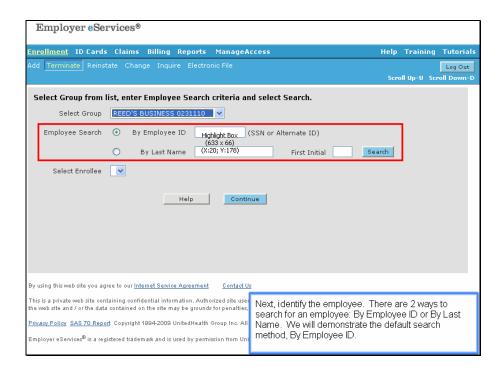To begin, select the Enrollment menu option.

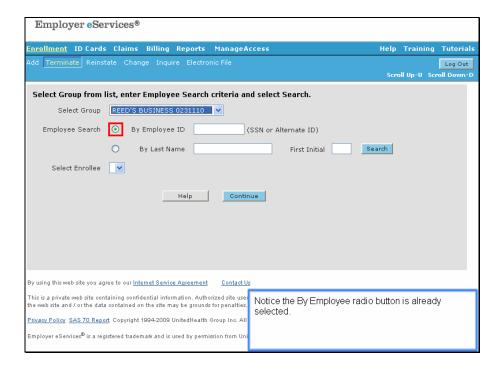Employer eServices®

Select the Terminate menu option.

To terminate an enrollee, you first need to identify the group, the employee, and the enrollee. Start by selecting a group within the Select Group drop-down menu.
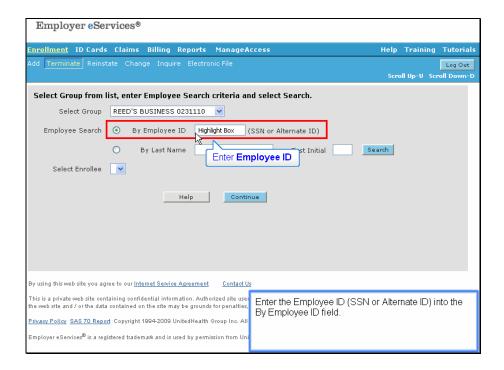
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The Select Group drop-down menu appears and displays the list of groups currently available. Select the appropriate group.
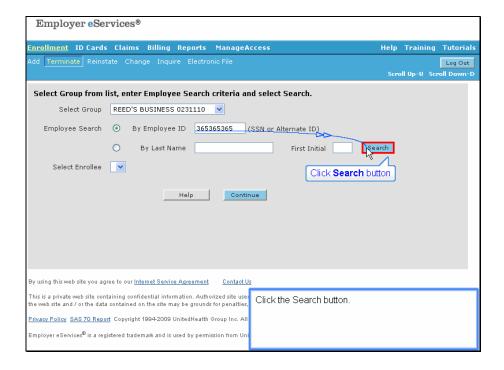
Next, identify the employee. There are 2 ways to search for an employee: By Employee ID or By Last Name. We will demonstrate the default search method, By Employee ID.
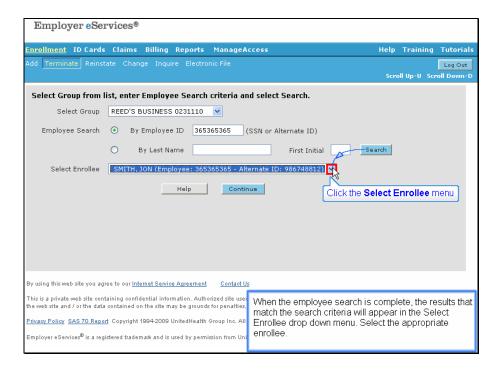
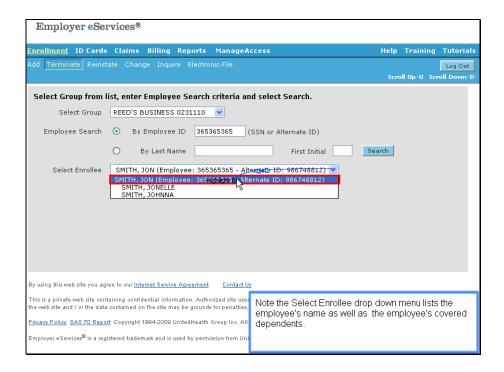Employer eServices®

Notice the By Employee radio button is already selected.

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Enter the Employee ID (SSN or Alternate ID) into the By Employee ID field.
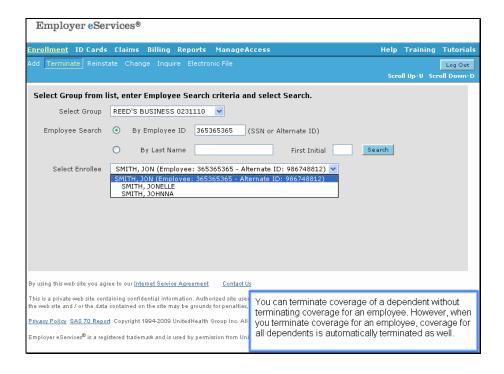
Employer eServices®
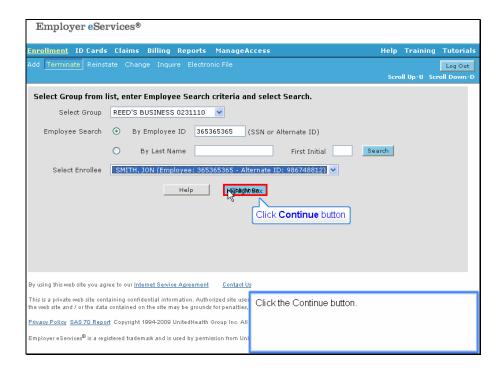
Click the Search button.

When the employee search is complete, the results that match the search criteria will appear in the Select Enrollee drop down menu. Select the appropriate enrollee.

Note the Select Enrollee drop down menu lists the employee's name as well as the employee's covered dependents.

You can terminate coverage of a dependent without terminating coverage for an employee. However, when you terminate coverage for an employee, coverage for all dependents is automatically terminated as well.

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Click the Continue button.

The Terminate Enrollee screen appears. Notice that the enrollee name, group, and insured ID number appears at the top of the screen.

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You must enter a termination date and reason.

The Termination Date is the first day that the enrollee should not have coverage according to your contract guidelines.

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If you are not sure of the date to enter, contact your eligibility analyst or other designated representative.

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Enrollee: **JON SMITH**   Policy: **00R1333**   Insured ID: **365365365-00**
Policy Status: Policy Anniversary:

Terminate [Dependent or Employee]

Enter the 1st day that the enrollee should not have coverage according to your contract guidelines. *Required Fields*
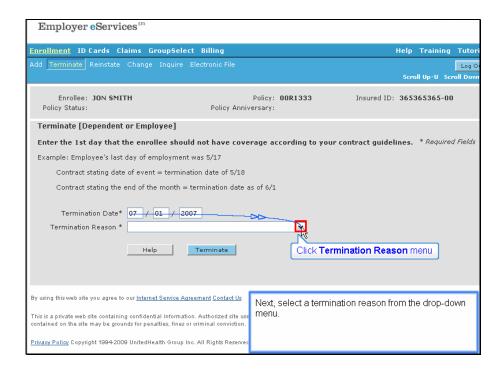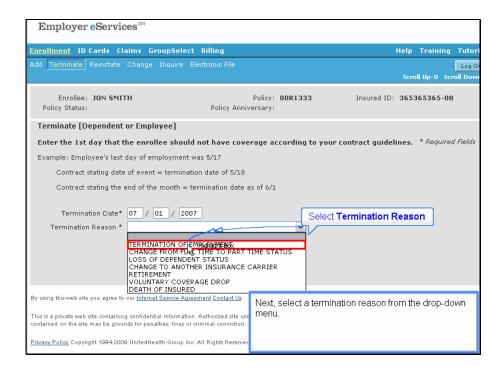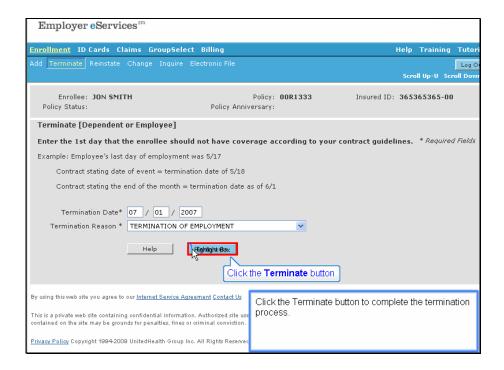
Example: Employee's last day of employment was 5/17

  Contract stating date of event = termination date of 5/18

  Contract stating the end of the month = termination date as of 6/1

Termination Date* 07 / 01 / 2007

Termination Reason *

Help   Terminate   Click **Termination Reason** menu

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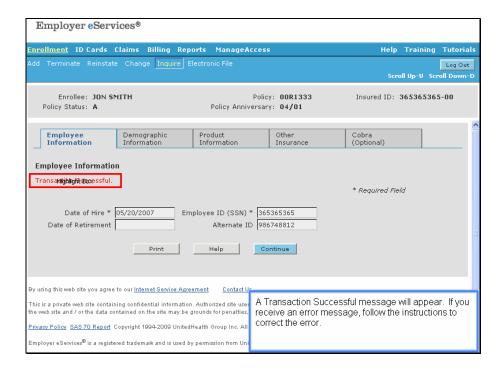
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Next, select a termination reason from the drop-down menu.

Next, select a termination reason from the drop-down menu.
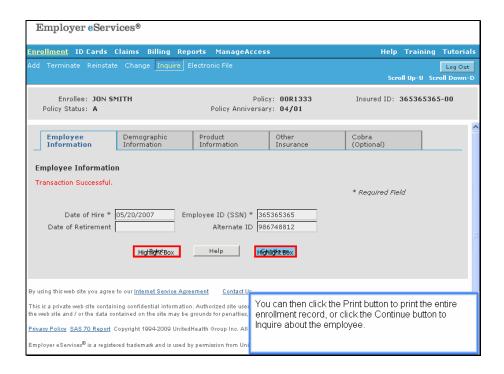
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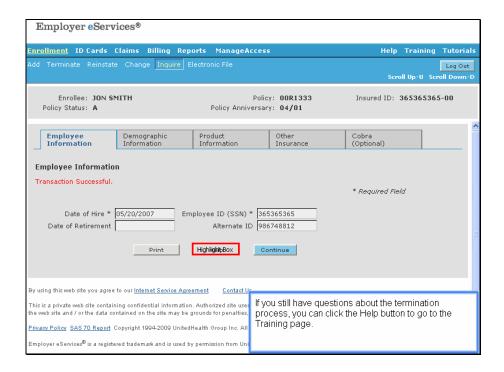Next, select a termination reason from the drop-down menu.

Click the Terminate button to complete the termination process.

A Transaction Successful message will appear. If you receive an error message, follow the instructions to correct the error.

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You can then click the Print button to print the entire enrollment record, or click the Continue button to Inquire about the employee.

If you still have questions about the termination process, you can click the Help button to go to the Training page.

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Congratulations!

You have completed the Terminate an Enrollee Tutorial

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