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.

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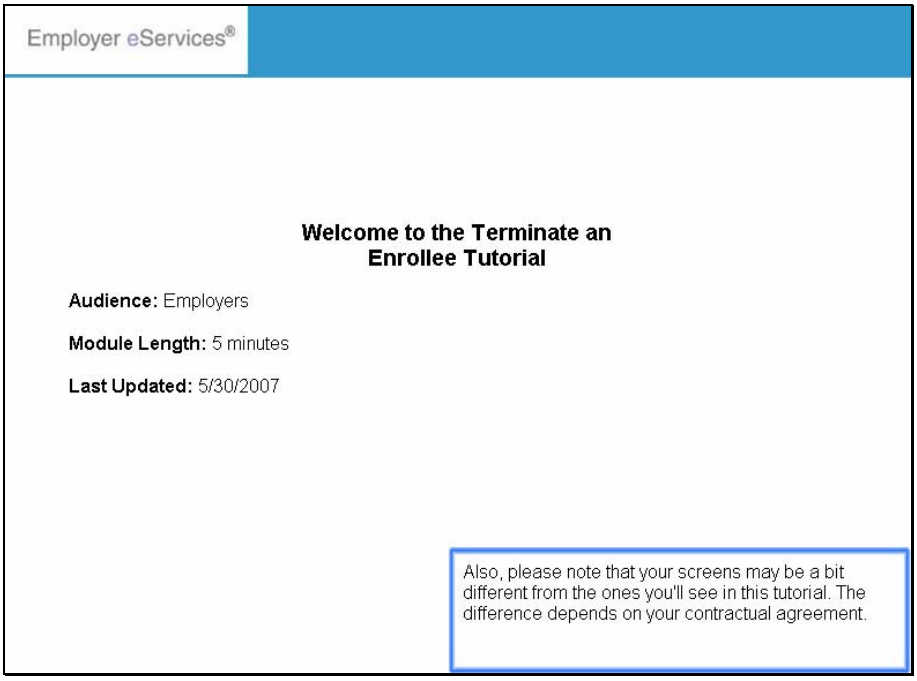

Also, please note that your screens may be a bit different from the ones you'll see in this tutorial. The difference depends on your contractual agreement.

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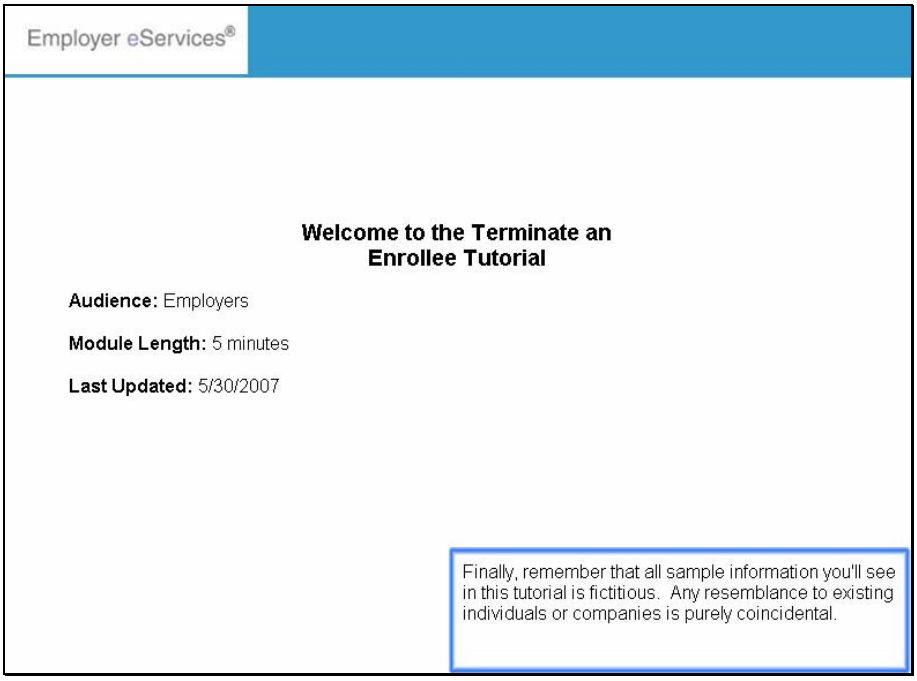

Finally, remember that all sample information you'll see in this tutorial is fictitious. Any resemblance to existing individuals or companies is purely coincidental.

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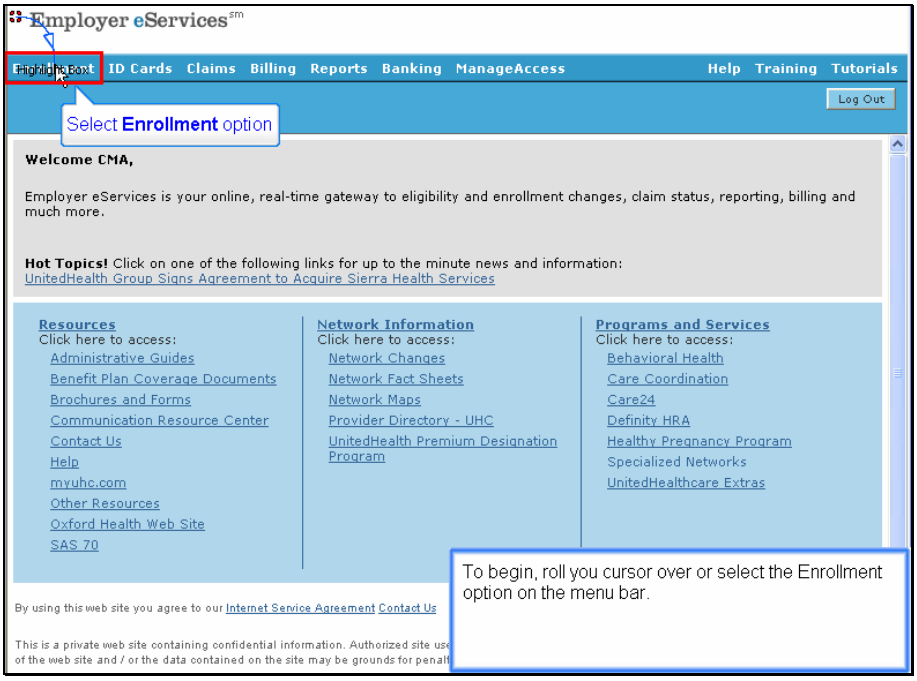

To begin, roll you cursor over or select the Enrollment option on the menu bar.

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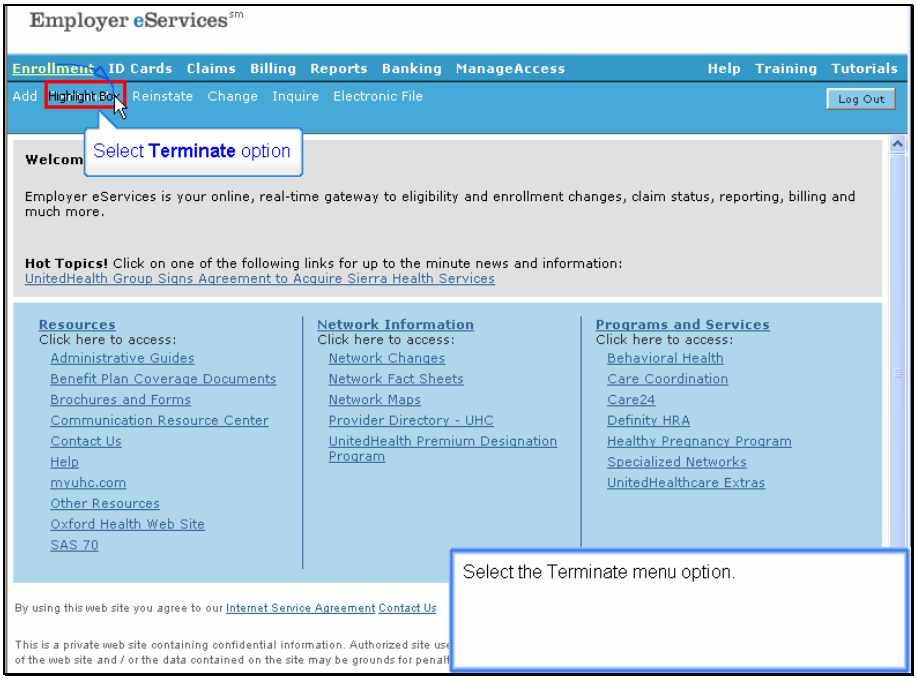

Select the Terminate menu option.

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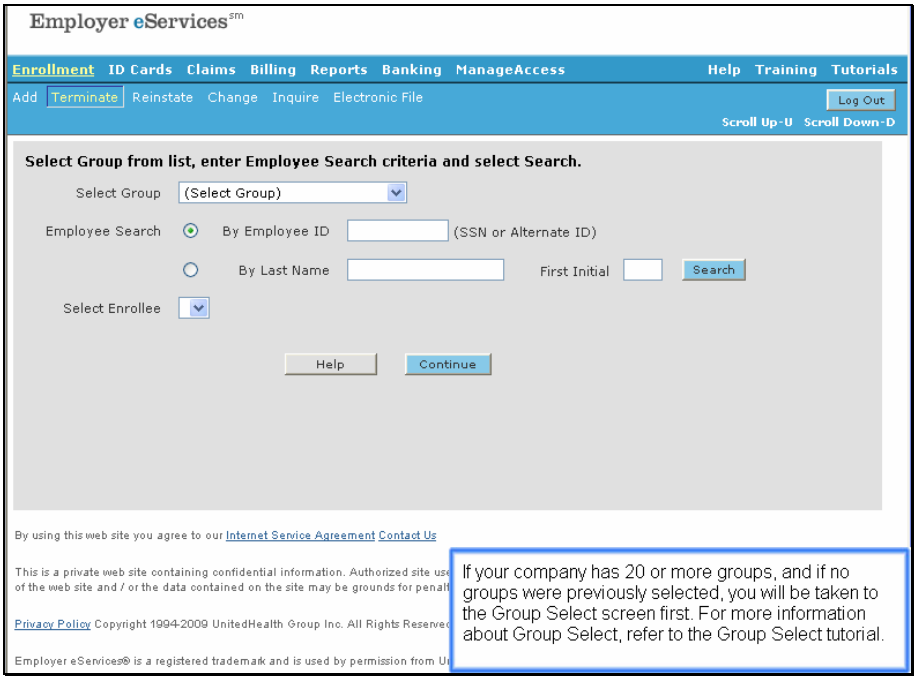

If your company has 20 or more groups, and if no groups were previously selected, you will be taken to the Group Select screen first. For more information about Group Select, refer to the Group Select tutorial.

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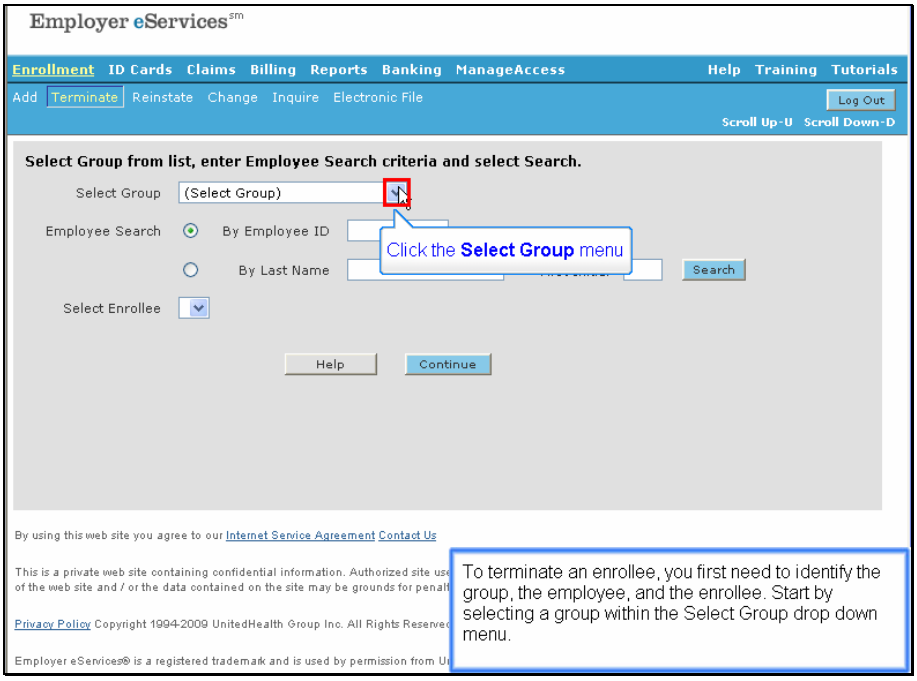

To terminate an enrollee, you first need to identify the group, the employee, and the enrollee. Start by selecting a group within the Select Group drop down menu.

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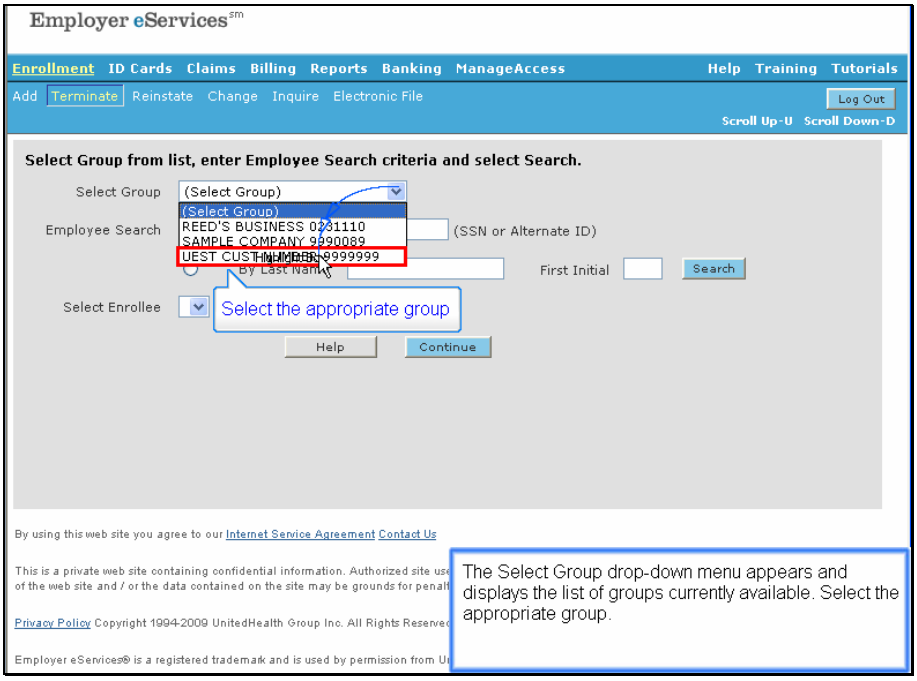

The Select Group drop-down menu appears and displays the list of groups currently available. Select the appropriate group.

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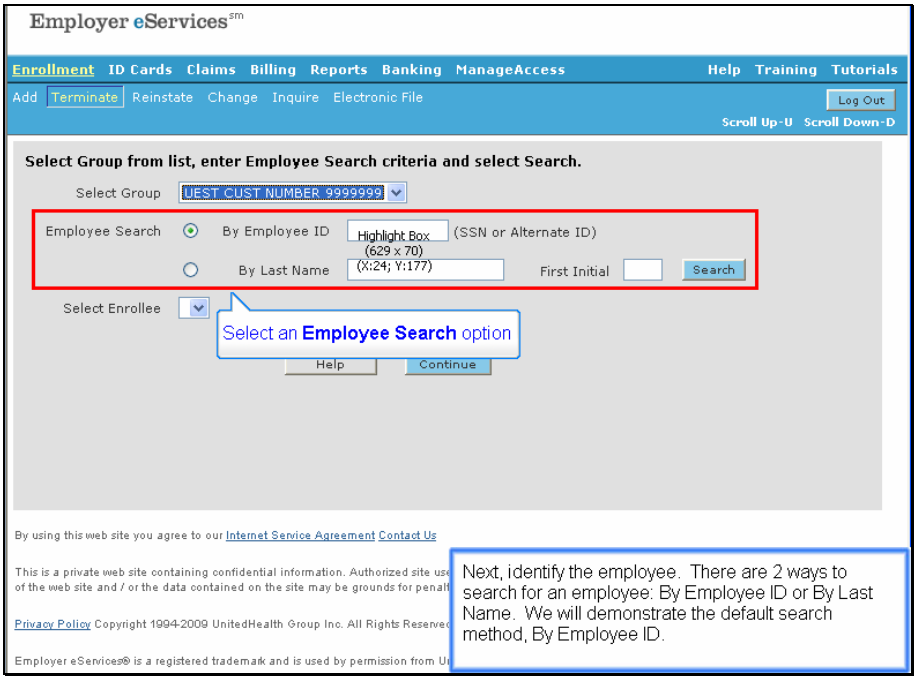

Next, identify the employee. There are 2 ways to search for an employee: By Employee ID or By Last Name. We will demonstrate the default search method, By Employee ID.

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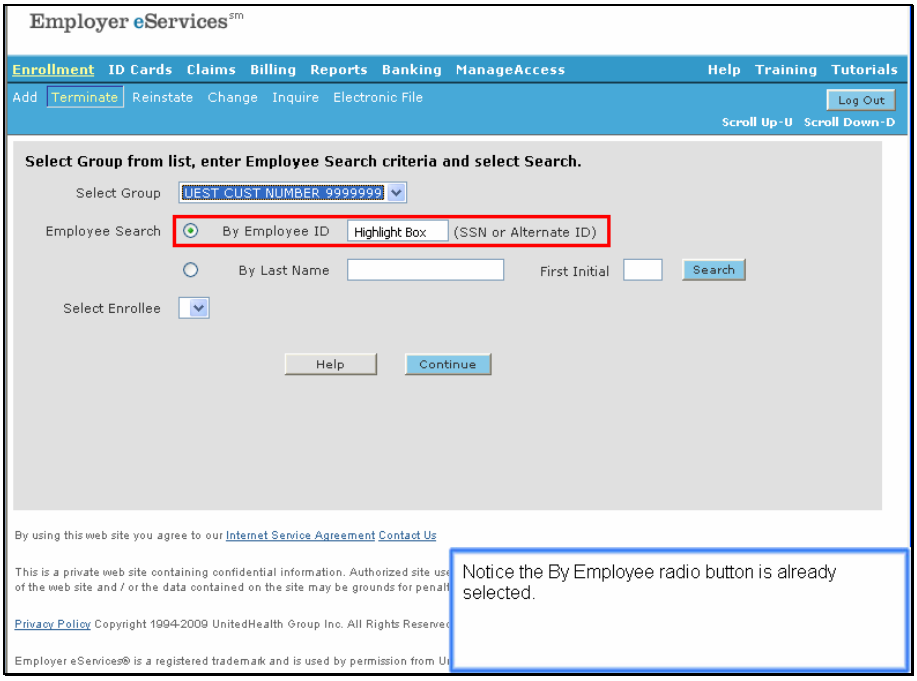

Notice the By Employee radio button is already selected.

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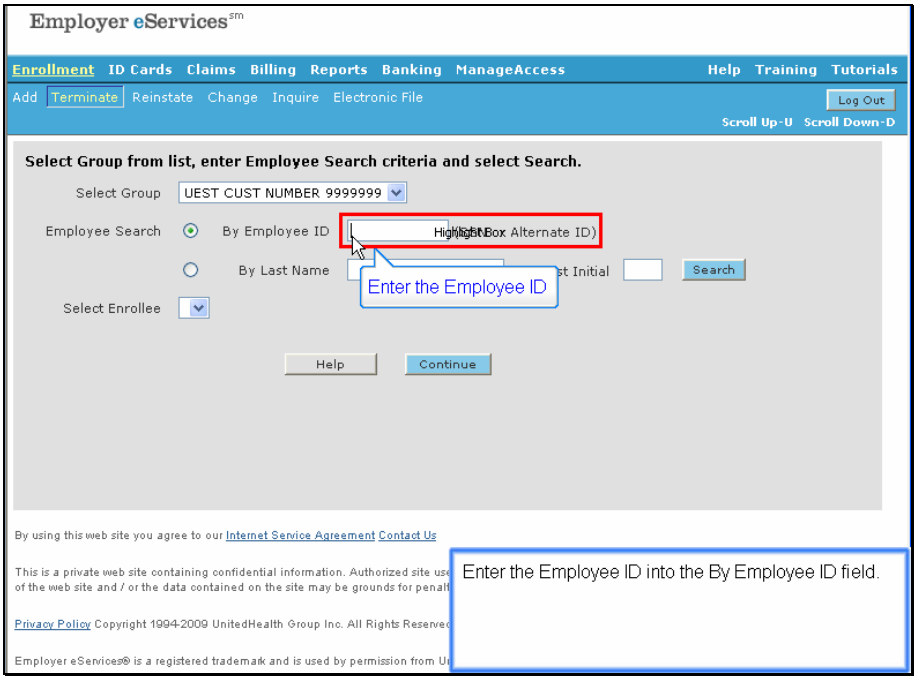

Enter the Employee ID into the By Employee ID field.

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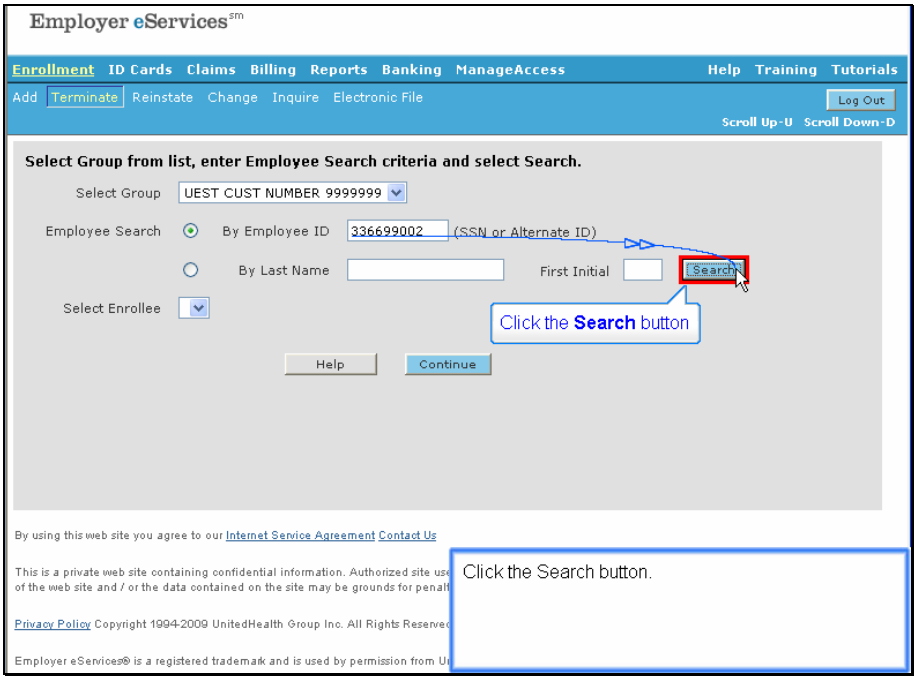

Click the Search button.

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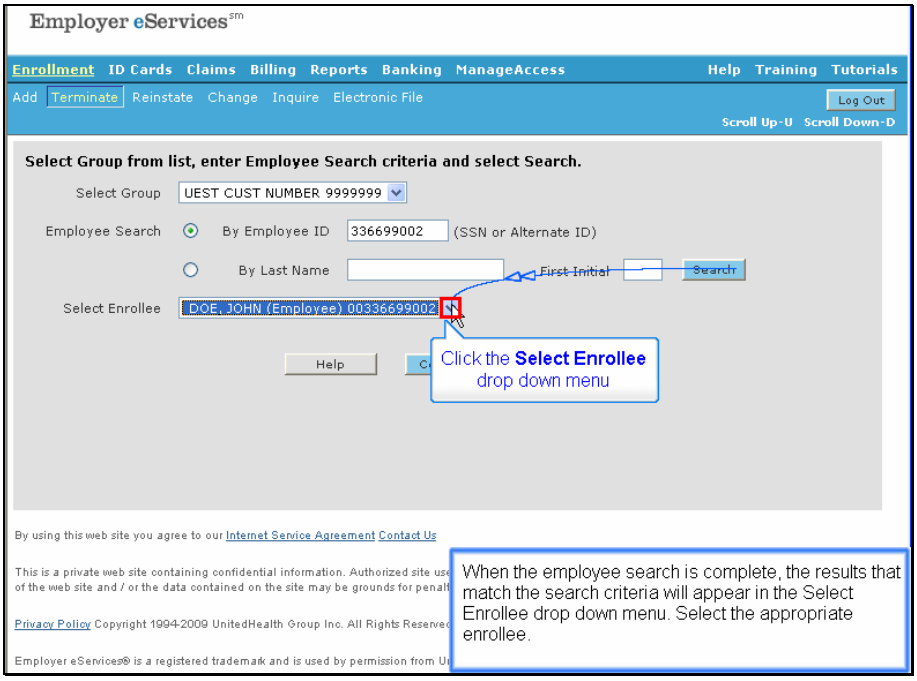

When the employee search is complete, the results that match the search criteria will appear in the Select Enrollee drop down menu. Select the appropriate enrollee.

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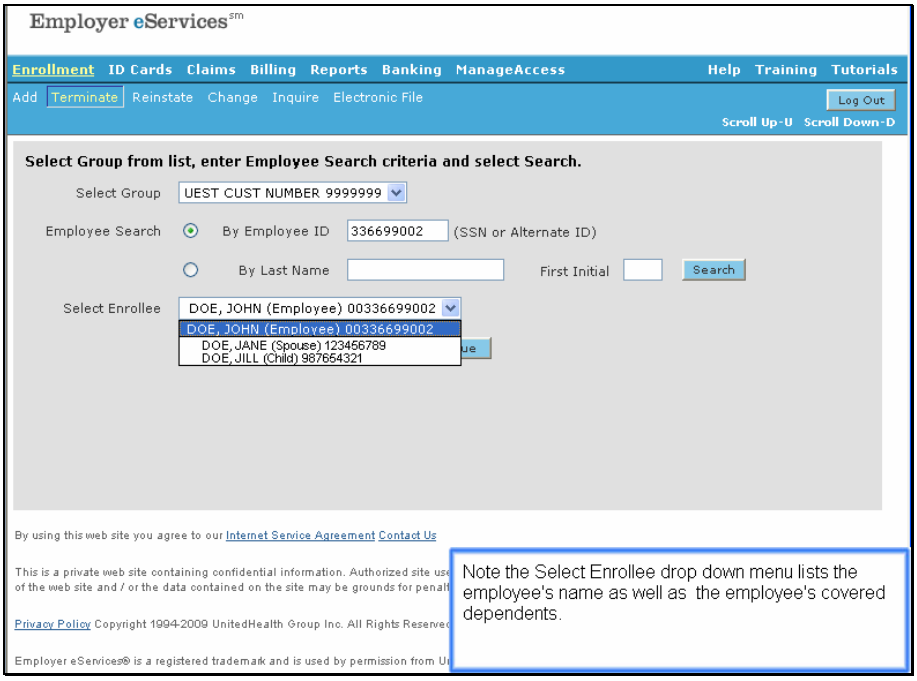

Note the Select Enrollee drop down menu lists the employee's name as well as the employee's covered dependents.

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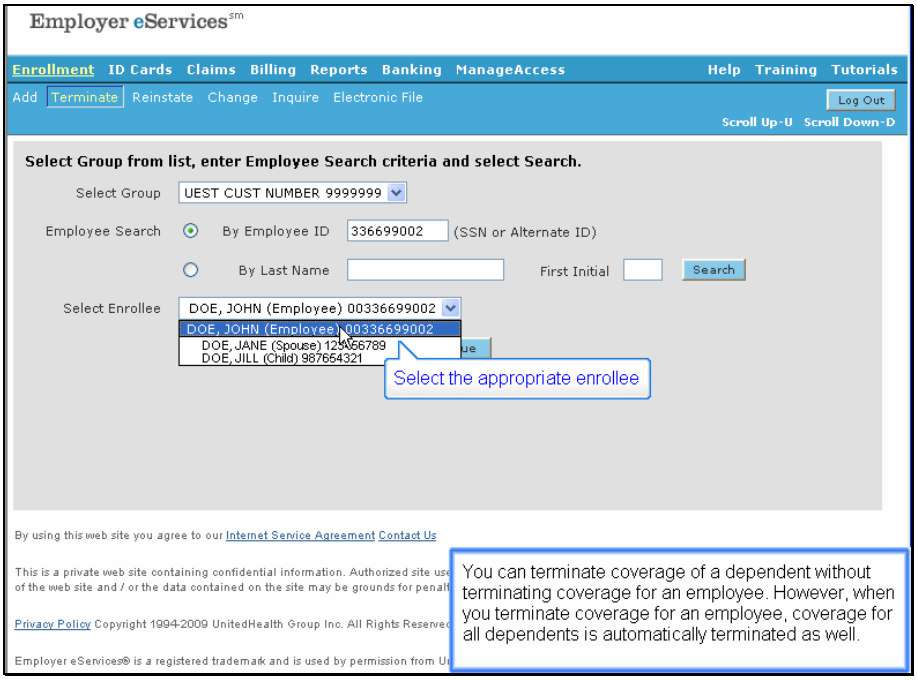

You can terminate coverage of a dependent without terminating coverage for an employee. However, when you terminate coverage for an employee, coverage for all dependents is automatically terminated as well.

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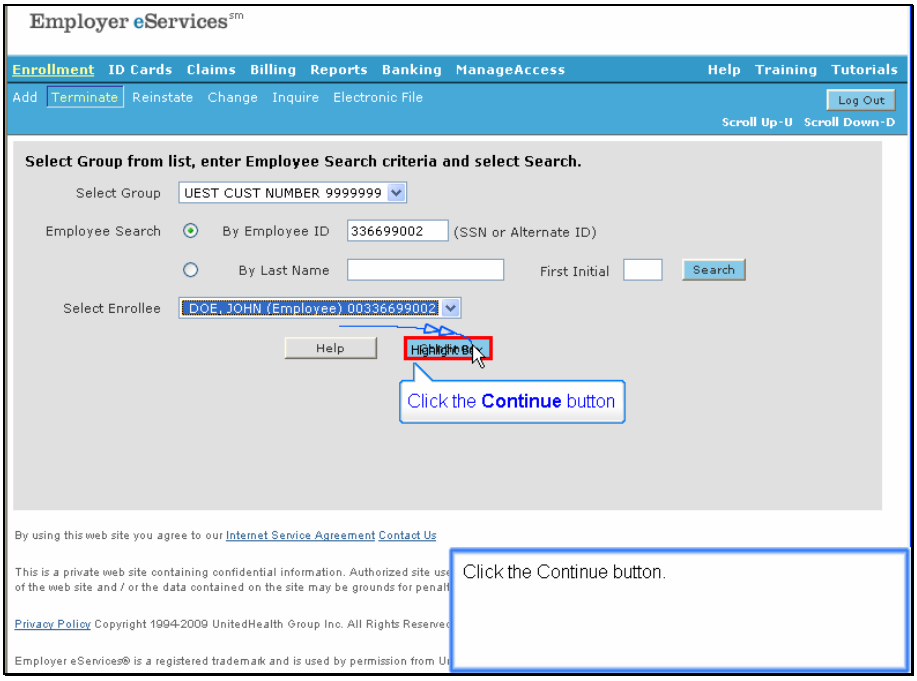

Click the Continue button.

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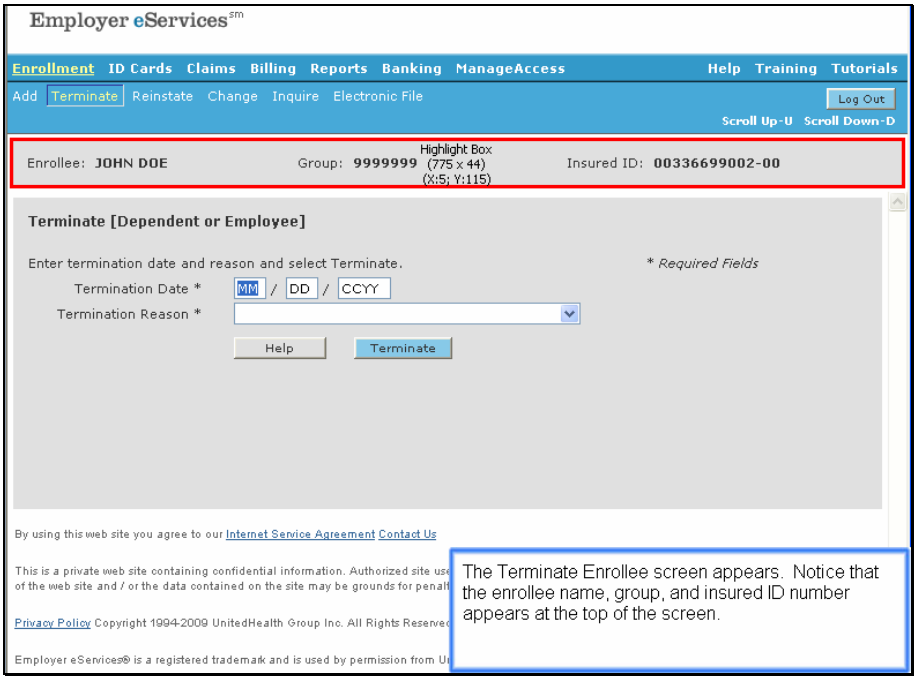

The Terminate Enrollee screen appears. Notice that the enrollee name, group, and insured ID number appears at the top of the screen.

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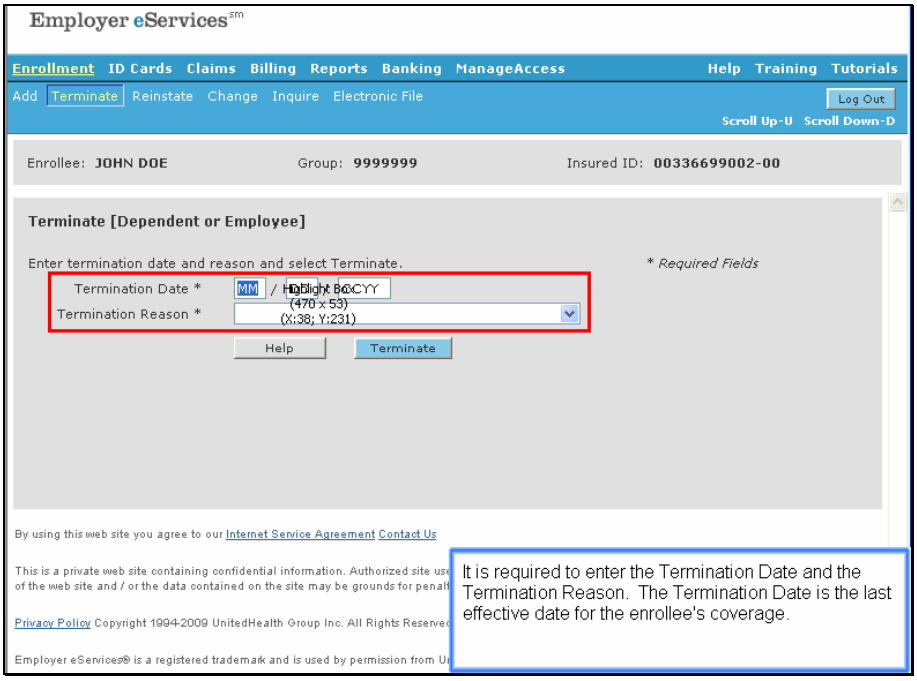

It is required to enter the Termination Date and the Termination Reason. The Termination Date is the last effective date for the enrollee's coverage.

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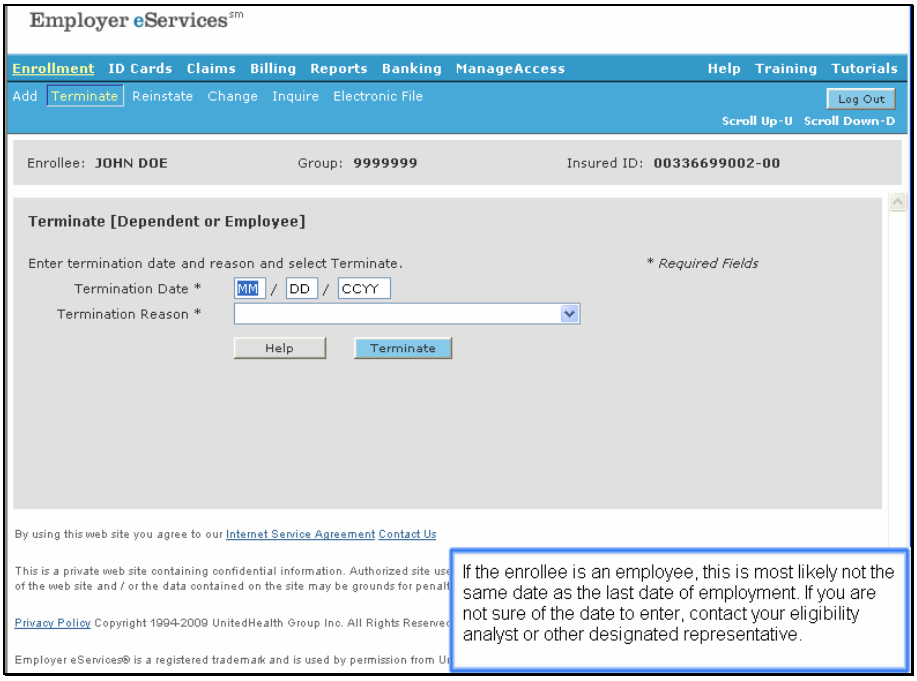

If the enrollee is an employee, this is most likely not the same date as the last date of employment. If you are not sure of the date to enter, contact your eligibility analyst or other designated representative.

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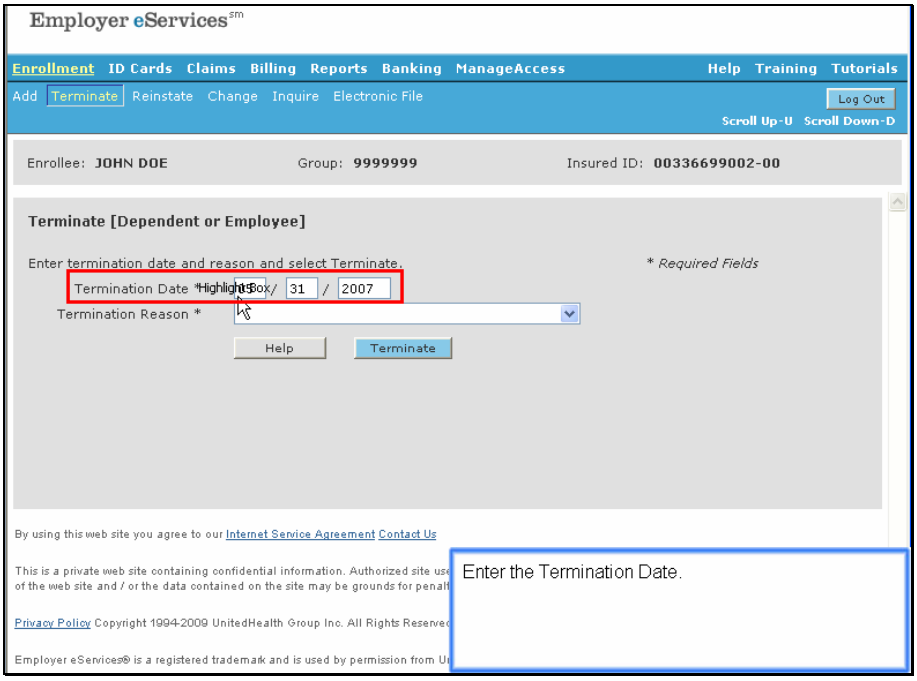

Enter the Termination Date.

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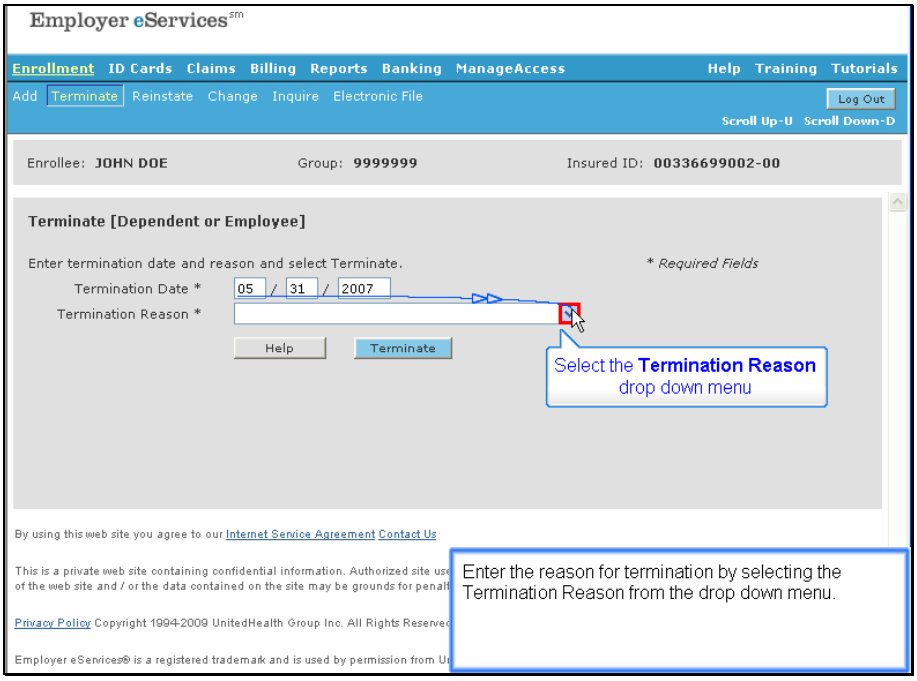

Enter the reason for termination by selecting the Termination Reason from the drop down menu.

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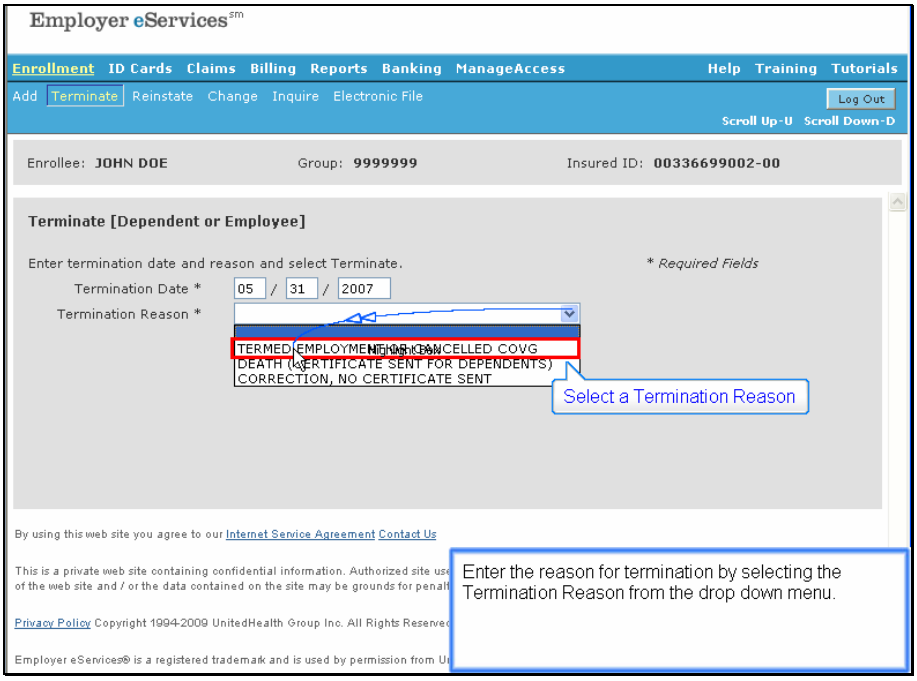

Enter the reason for termination by selecting the Termination Reason from the drop down menu.

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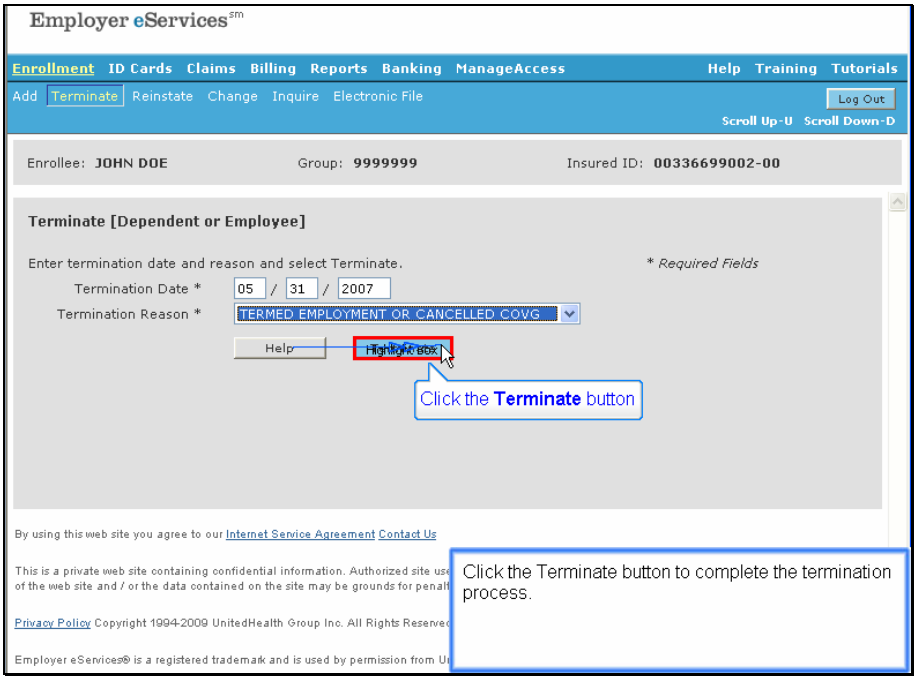

Click the Terminate button to complete the termination process.

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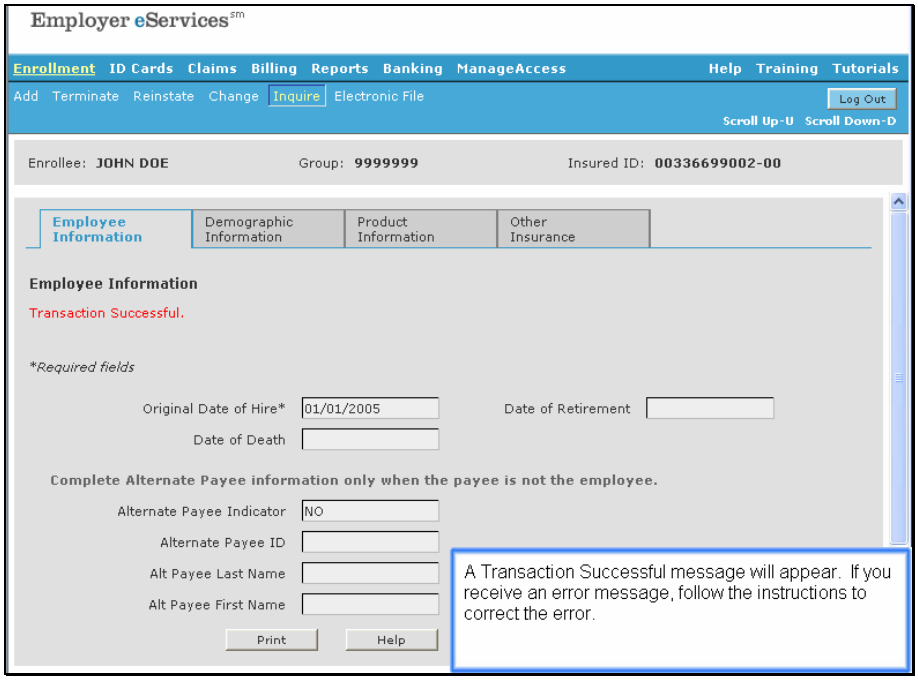

A Transaction Successful message will appear. If you receive an error message, follow the instructions to correct the error.

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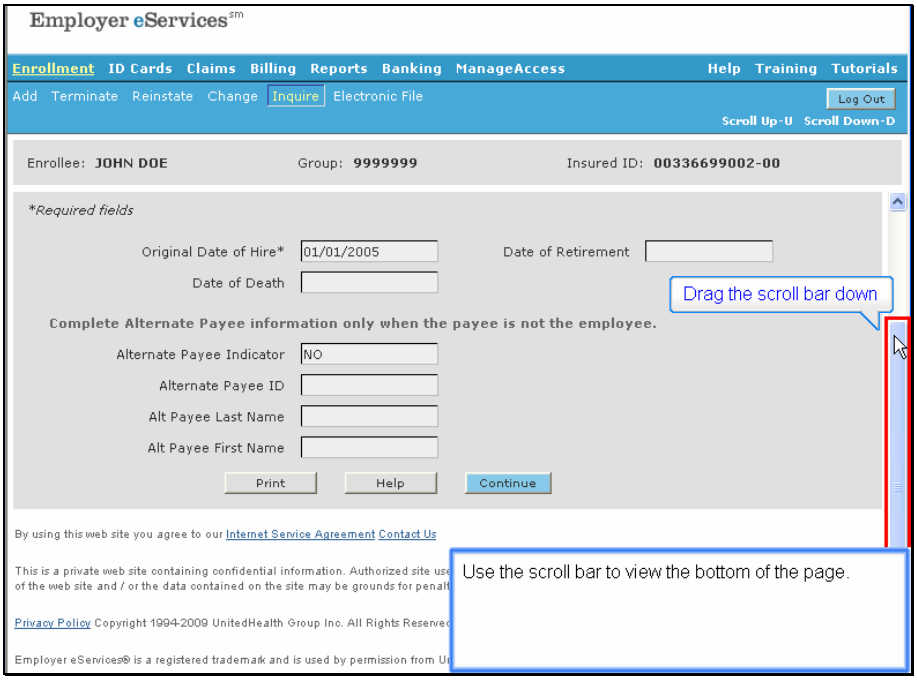

Use the scroll bar to view the bottom of the page.

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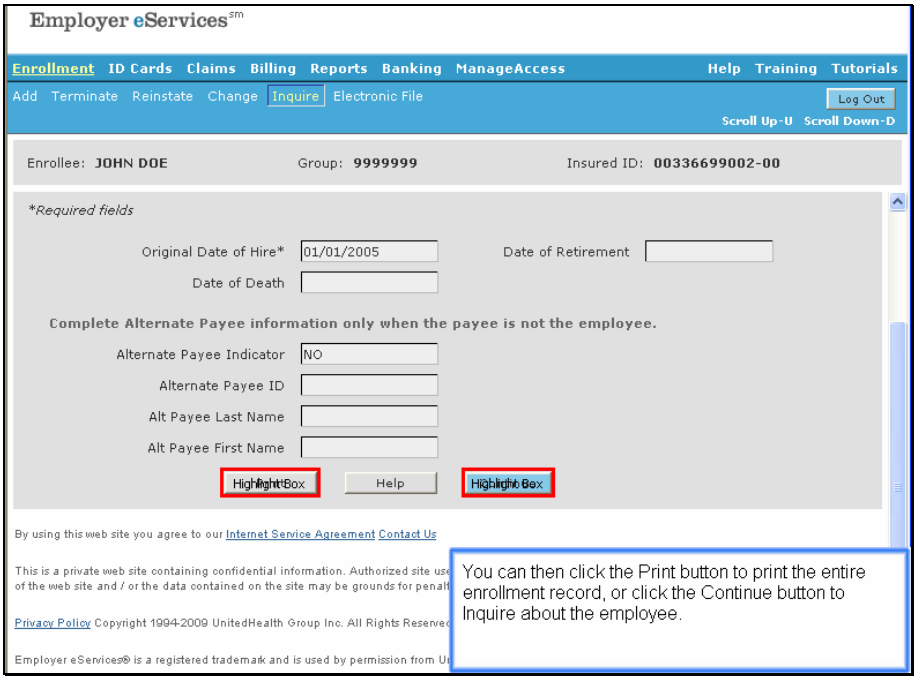

You can then click the Print button to print the entire enrollment record, or click the Continue button to Inquire about the employee.

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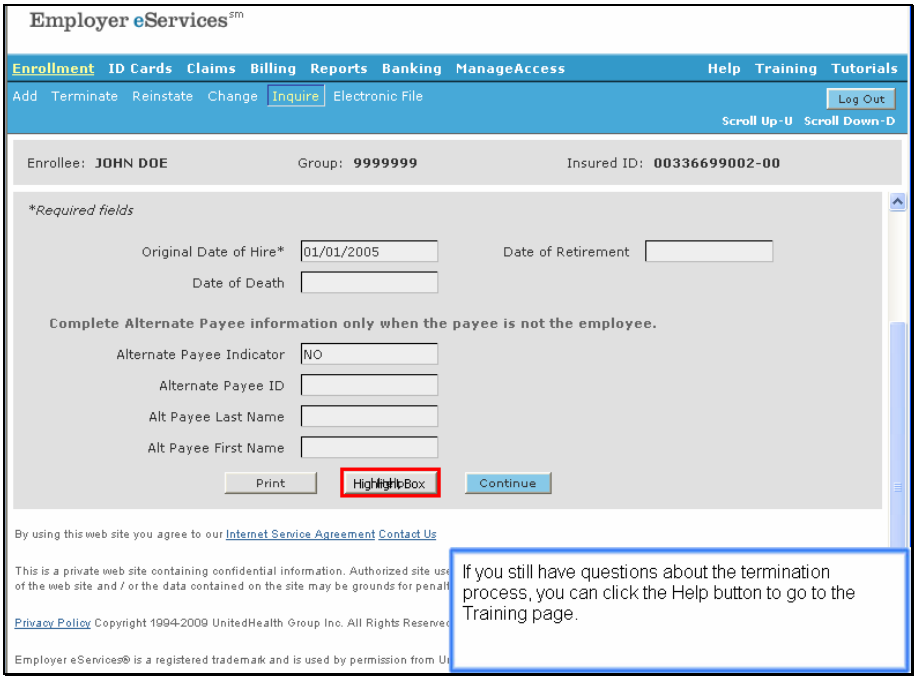

If you still have questions about the termination process, you can click the Help button to go to the Training page.

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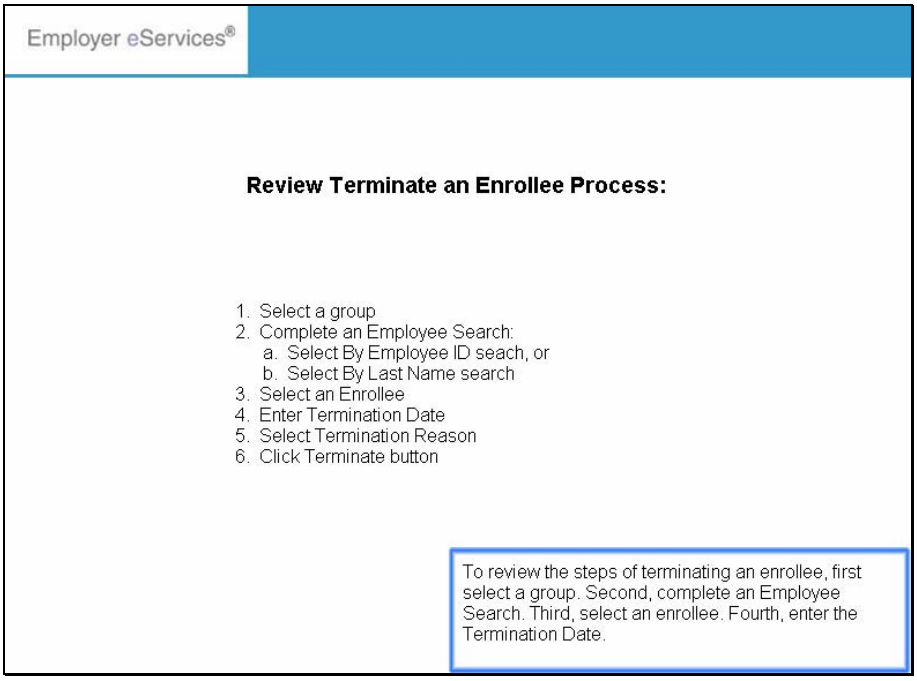

To review the steps of terminating an enrollee, first select a group. Second, complete an Employee Search. Third, select an enrollee. Fourth, enter the Termination Date.

Review Terminate an Enrollee Process:

1. Select a group
2. Complete an Employee Search:
    a. Select By Employee ID seach, or
    b. Select By Last Name search
3. Select an Enrollee
4. Enter Termination Date
5. Select Termination Reason
6. Click Terminate button

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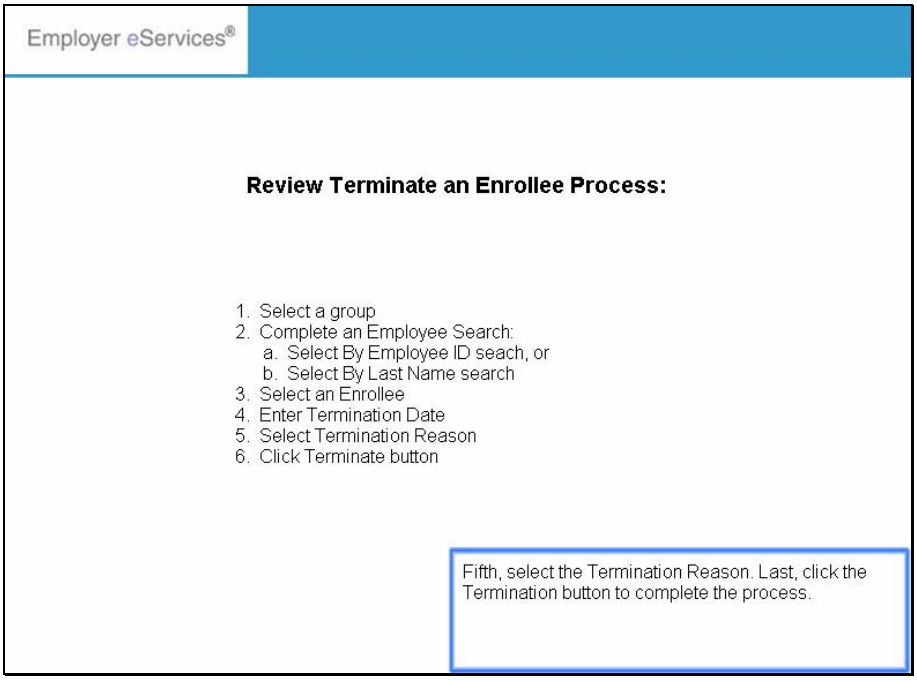

Fifth, select the Termination Reason. Last, click the Termination button to complete the process.

Review Terminate an Enrollee Process:

1. Select a group
2. Complete an Employee Search:
   a. Select By Employee ID seach, or
   b. Select By Last Name search
3. Select an Enrollee
4. Enter Termination Date
5. Select Termination Reason
6. Click Terminate button

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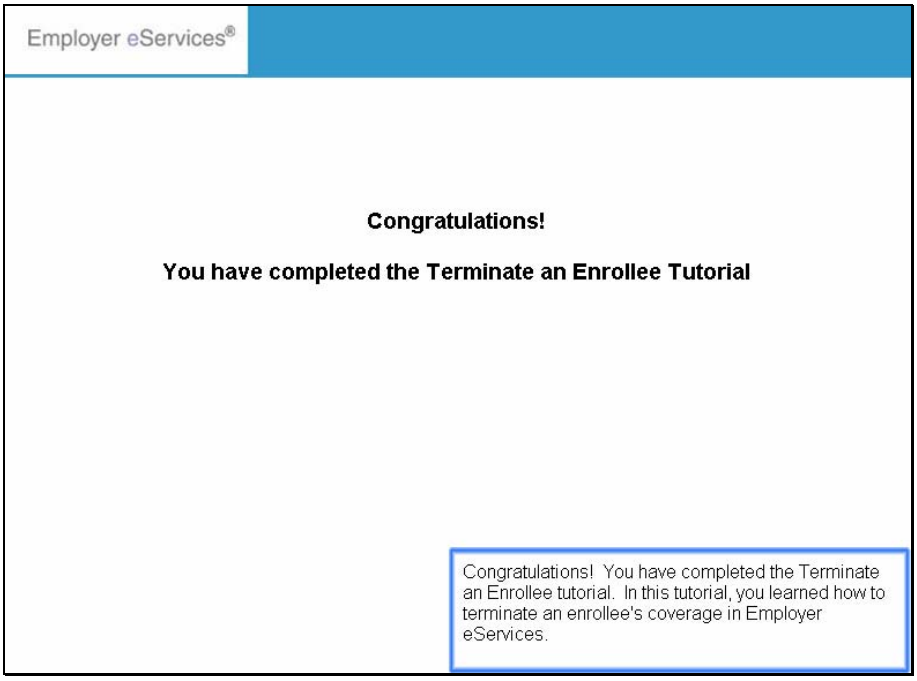

Congratulations! You have completed the Terminate an Enrollee tutorial. In this tutorial, you learned how to terminate an enrollee's coverage in Employer eServices.

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