Group Overview:
Group Level Navigation

Quick Reference Guide (QRG)
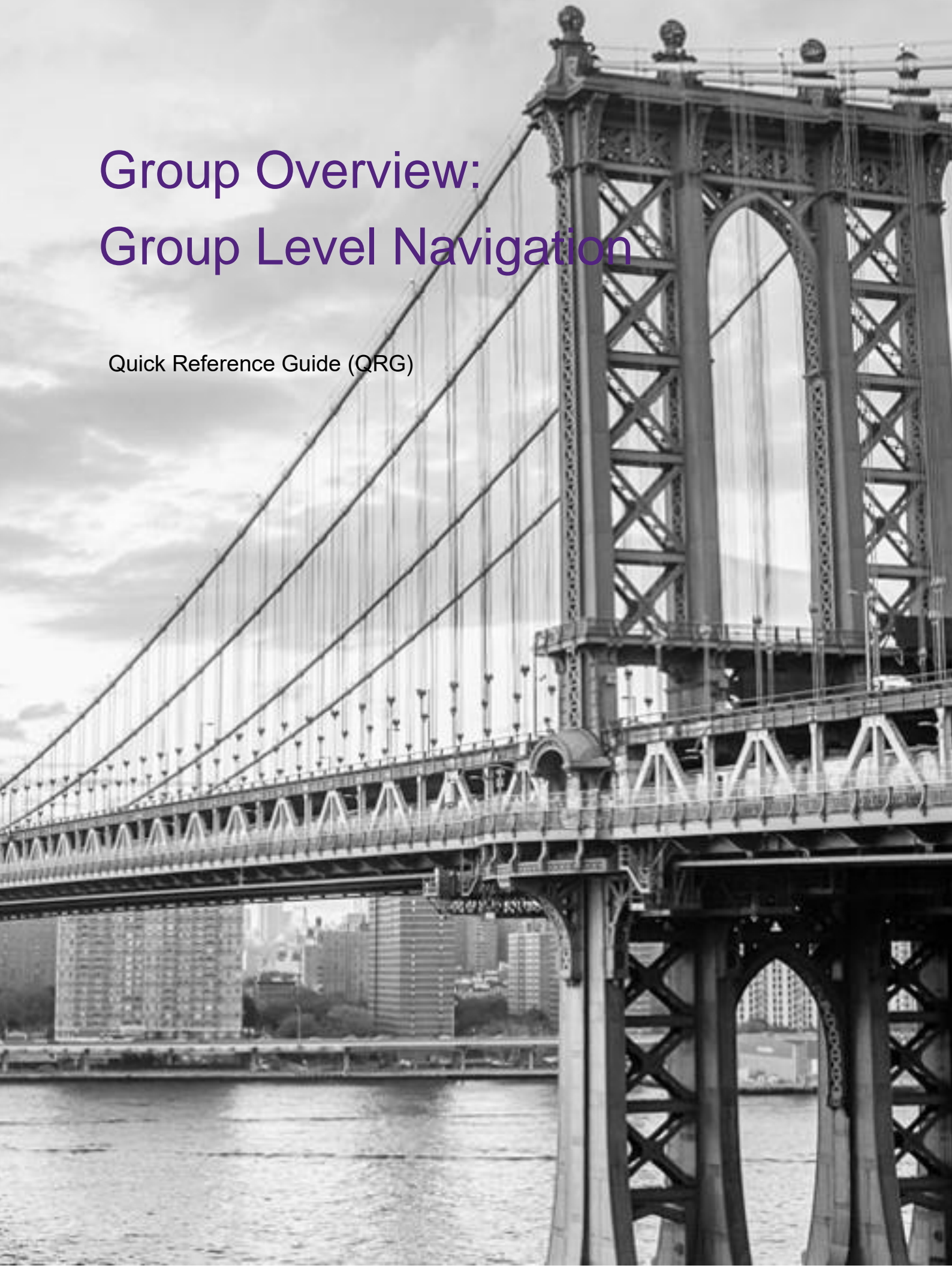
Group Level Navigation

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

Home	Roster Management ˅	Billing	Transaction History	Find Care	Secure Messaging	Resources ˅	User Management ˅	Co-browsing with Agent

- Group 2773

Welcome
Group 2773

EmblemHealth Study Finds Public Health Attitudes toward Prevention Measures Drastically Change as Awareness Shifts to Long-Term Presence of COVID

EmblemHealth Launches Member Enhancements to Improve Quality of Care

New member Hub and portal support the member through all parts of their health journey.

EmblemHealth Celebrates the Year of the Tiger

—Lion Dancers lead the way during Flushing Lunar New Year Parade—

Group

Group ID	Group Name	Monthly Premium	Subscriber Count	Dependent Count	Original Effective Date	Group Renewal Date
	Group 2773	$43,242.16	36	17	01/01/2019	01/01/2022

TOTAL RECORDS: 1

Renewals

The **Group 2773** is scheduled for renewal on **January 01**.

The commercial plan(s) listed below will be discontinued upon the group's renewal date:

EMBLEMHEALTH PPO - MP001090

EMBLEMHEALTH HMO PREFERRED PLUS - MH000001

EMBLEMHEALTH EPO - ME001160

View Group Plans

Quick Member Search by First and Last Name

Step 2:

The Group Summary displays.
1. View an overview of your Group details, including Group Address, 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.
   *Dynamically Updated Field
2. (Optional) View available group-level actions by clicking on the **Group Actions** button. Possible actions include **Add Subscriber**, **Export Member Roster**, and **Change Group POC**.
   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.

GROUP 2773

Group Summary

Group Summary

Group Actions ⌄
Add Subscriber
Export Member Roster
Update Group Contact Info

Group Address
10 RESEARCH PARKWAY SUITE 200 New York, New York, 10004

Tax Id
260076477

Monthly Premium
-

Enrolled Dependents*
17

New Hire Waiting Period
0

Original Effective Date
01/01/2019

Coverage Start Date*
01/01/2019

Coverage End Date
-

Term Date
-

Status
Active

* - 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 Involuntary field is applicable only for Large Groups and will display information only when available (options are blank, Dental, Vision, and Dental/Vision). The COBRA and HRA/HSA fields display Y/N or NA.

COBRA, HRA/HSA and Involuntary Details

COBRA	HSA	Involuntary
Y	N	

EmblemHealth®

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.

Group Contact Info ^

Q Search ⓘ

First Name	Last Name	Address	Email Address	Phone Number	Type
			NO RECORDS TO DISPLAY.		

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 ^

Q Search ⓘ

Subgroup ID	Subgroup Name	Tax ID	Primary Address	Start Date	End Date	Status	Renewal Date
1001	Group 2773	260076477	726 Stearns Dr 1008 Mira , Wallingford, Connecticut, 06492	01/01/2020	-	Active	01/01/2022

TOTAL RECORDS: 1

EmblemHealth®

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 the last 24 months are displayed. For each plan, as applicable, the following documents are available to download: 1. Summary of Benefits of Coverage 2. Summary of Benefits/Benefits Summary

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	
MP001090	EMBLEMHEALTH PPO	PPO	3		01/01/2020	-	⊕
MP001090	EMBLEMHEALTH PPO	PPO	14	8	01/01/2020	-	⊕
MH000001	EMBLEMHEALTH HMO PREFERRED PLUS	HMO	1		01/01/2020	-	⊕
ME001160	EMBLEMHEALTH EPO	PPO	4		01/01/2020	-	⊕
ME001160	EMBLEMHEALTH EPO	PPO	14	9	01/01/2020	-	⊕

TOTAL RECORDS: 5

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, as available). **Note:** Plan details of the last 24 months are displayed.

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	Group 2773	1001		ME001160	EMBLEMHEALTH EPO	7	2	5	0
1001	Group 2773	1001		MH000001	EMBLEMHEALTH HMO PREFERRED PLUS	1	0	0	0
1001	Group 2773	1001		MP001090	EMBLEMHEALTH PPO	10	1	2	1
1001	Group 2773	4001		ME001160	EMBLEMHEALTH EPO	4	0	0	0

EmblemHealth®

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, and Broker.

Agent Summary

Search ⓘ

Agency Type	Agent Name	Agent ID	Email Address	Phone Number
Selling Agent	PPO LG Test group	112404110001	-	-

TOTAL RECORDS: **1**

Thank You