

Change Active/Retiree to OEBB Administration Self-Pay Retiree

1. Bring up employee record in Enrollment Management.

Enrollments
Record Saved Successfully

Quick Search
ID: E00248879 Last Name: Test First Name: Fred

Buttons: Save | Reset | Active | History | History Detail | OE History | Revert | e-Benefit Summary | QSC Request Page | Healthy Futures | Beneficiaries

Buttons: Member Info | Dependents | Case Notes | Other Group Cov. | Employment | QSC Events | Reinstatement | **Term All**

Summary as member of Salem-Keizer SD 24J (Current)

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date
Medical Moda Health Medical Plan D - Composite	Employee Only	New Hire	10-01-2013	
Vision ODS Vision Plan 4 - Composite	Employee Only	New Hire	10-01-2013	
Dental ODS Dental Plan 1/Ortho - Composite	Employee Only	New Hire	10-01-2013	
Optional Employee Life Declined			10-01-2013	
Optional Employee Accidental D Declined			10-01-2013	
Short Term Disability Declined			10-01-2013	
Employee Long Term Care (Volun) Declined			10-01-2013	
Spouse/Partner Long Term Care			10-01-2013	

2. Click on the Term All button as shown above.

Termination Of All Benefits
Member: Fred Test

Query returned zero records. Please change your search criteria and try again.

Buttons: Add | Close

3. Click on the Add button as shown above.

QSC Event Types - List of Values

Type

[Reset Field](#)

Buttons: Find | Close

- [Active to OEBB Administration Early Retiree](#)
- [Fully Self-Paid Early Retiree to OEBB Administration Early Retiree](#)
- [Loses Stipend/Contribution Early Retiree to OEBB Administration Early Retiree](#)

4. Click on the appropriate QSC as shown above.

MyOEBB – Change in Employment – Active/Retiree to OEBB Administration Self-Pay Retiree

Member : dave test

QSC Events Active to OEBB Administration Early Retiree

Actual Event Date 10-01-2013 Transaction Date

Coverage End Date 11-30-2013 QSC Used by

Process Steps:

- **QSC Event**-select the QSC Event from the List of Values field.
- **Actual Event Date**-enter the date the event actually occurred such as resignation date.
- **Coverage End Date**-enter the date the enrollments must end.
- **Save** the record-This action will terminate all enrollments on the date you entered in the Coverage End Date field.
- **Close** the Coverage Term page. The record will be updated. If the coverage end date is in the prior month, you will not see the terminated coverage in the Active page. You will find the terminated coverage in the History page.

5. Enter Actual Event Date. This is the date that the member will become an OEBB Administration Self-Pay Retiree. Enter the Coverage End Date. This date **must** be 60 days (2 months) in the future. Click “Save” then click “Close” as shown above. This will take you back to the enrollment screen.



- ▶ System Codes
- ▶ Address Setup
- ▶ Contact Setup
- ▶ Security Setup
- ▶ Plan Management
- ▶ Contact Management
- ▼ Enrollment Management
 - Enrollments
 - Unsaved Enrollments
 - Termination Approval
 - Affidavit Fulfillment

Enrollments					
Quick Search					
ID	E00248879	Last Name	Test	First Name	Fred
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Active"/> <input type="button" value="History"/> <input type="button" value="History Detail"/> <input type="button" value="OE History"/> <input type="button" value="Revert"/> <input type="button" value="E-Benefit Summary"/> <input type="button" value="QSC Request Page"/> <input type="button" value="Beneficiaries"/> <input type="button" value="Benefit Summary"/>					
<input type="button" value="Member IDs"/> <input type="button" value="Member Info"/> <input type="button" value="Dependents"/> <input type="button" value="Case Notes"/> <input type="button" value="Other Group Cov."/> <input type="button" value="Employment"/> <input type="button" value="QSC Events"/> <input type="button" value="Reinstate All"/> <input type="button" value="Term All"/>					
Summary as member of Salem-Keizer SD 24J (Current)					
Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	
Medical Moda Health Medical Plan D - Composite	Employee Only	New Hire	10-01-2013	10-01-2013	
Vision ODS Vision Plan 4 - Composite	Employee Only	New Hire	10-01-2013	10-01-2013	
Dental ODS Dental Plan 1/Ortho - Composite	Employee Only	New Hire	10-01-2013	10-01-2013	

6. Click on Employment button as shown above.

Employments					
Member : Fred Test					
Institution Number	Employment Type	Member Type	Transaction	Emp Type/Mem Type	Termination Reason Type
2142	Licensed-Full Time	OEA - Salem-Keizer	09-26-2013		
<input type="button" value="Add"/> <input type="button" value="Close"/>					

7. Click on the Institution Number as shown above.

Employment

Member : dave test

Educational Entity

Name Institution Number
 Salem-Keizer SD 24J 2142

Types

Member
 OEA - Salem-Keizer

Employment
 Licensed-Full Time

Emp Type/Mem Type Termination Reason Payment Type
 Employee Termination

Dates

Original Hire Emp/Mem Type Change Termination Benefits Paid Through
 10-01-2013 11-30-2013 11-30-2013

Save Search Reset Close Salary

- Enter the appropriate Termination Reason, Termination Date (termination date must be 60 days in future), and Benefits Paid Through Date. Click Save. Verify the record has saved successfully, and then click Close.



- ▶ System Codes
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 - Termination Approval
 - Affidavit Enrollment

Termination Approval

Subscriber ID Last Name First Name Institution Number Status COBRA Sent Date Self Pay Retiree Sent Date

fred test

Note: Please verify the current address. To update the address of a dependent you must access the subscriber record thru Member Management or Enrollment Management and click the dependent tab. (Subscriber rows are highlighted - Dependents are light gray).

Sub. ID	Subs. Name	Address	Institution Number	Source/ Date	Status	COBRA/ Date Sent to OEBB	Self Pay Retiree/ Date Sent to OEBB	Username/ Trans Date
E00256403	FRED_TEST	1256 State St. Salem, OR 97301	2142	QSC 11/08/2013	Approved	Yes	Yes	mordicat 11/08/2013

Description: Active to OEBB Administration Early Retiree

Save Search Reset

- In the menu on the left, click Enrollment Management; then on Termination Approval. Search for your member by entering the “E” number in Subscriber ID or entering the Last Name. Click Search. Select “Approved” in the Status Column. If the member is an active employee select “YES” for COBRA. If the member is a current Retiree, select “No” for COBRA. Select “Yes” in the Self Pay Retiree/Date Sent to OEBB for the Self Pay Approval.
- Mail Self Pay retiree enrollment packet, with self-pay retiree letter, ACH Debit Form and enrollment form if needed. You can find the “Self-Pay Early Retiree Administration Toolkit” on the Entity Resources page of the OEBB website.
<http://www.oregon.gov/oha/OEBB/entity/Pages/eeResources.aspx>
- You are now done.