

## How to Remove a Dependent by QSC

### 1. Bring up the employee record in Enrollment Management.

The screenshot shows the OEBS Enrollment Management interface. On the left is a navigation menu with categories like System Codes, Address Setup, Contact Setup, Security Setup, Plan Management, Contact Management, Enrollment Management, Member Management, and Document Management. The main area is titled 'Enrollments' and contains a 'Quick Search' form with fields for ID (E00183519), Last Name (Doe), and First Name (Jane). Below the search form are buttons for Save, Reset, Active, History, History Detail, OE History, and Benefit Summary. A row of tabs includes Member IDs, Member Info, Dependents, Case Notes, Other Group Coi, Employment, **QSC Events** (circled in red), Instate All, and Term All. Below the tabs is a summary for 'Salem-Keizer SD 24J (Current)' and a table of enrollments.

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	John	Sally	Ryan
<b>Medical</b> ODS Medical Plan 3/RX A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Pharmacy</b> ODS Pharmacy Plan A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Vision</b> ODS Vision Plan 2 - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Dental</b> ODS Dental Plan 1/Ortho - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### 2. Click on the QSC Events button as shown above.

The screenshot shows the 'QSC Events - Individual Plan Changes' page. At the top, it says 'Member : Jane Doe'. Below that, a red message reads: 'Query returned zero records. Please change your search criteria and try again.' At the bottom left, there are two buttons: 'Add' (circled in red) and 'Close'.

### 3. Click on the Add button.

The screenshot shows a dialog box titled 'QSC Events Type - List of Values'. It has a 'Type' input field, a 'Find' button, a 'Close' button, and a 'Reset Field(s)' link. Below the dialog box, there is a list of event types with links to their respective pages:

- Change in Number of Employees Dependents
- [Dependent Child Ceases to Satisfy Eligibility Requirements](#)
- [Dependent Child Satisfies Eligibility Requirements](#)
- [Gain Child through Birth/Adoption/Placement for Adoption/Affidavit of Dependency](#)

### 4. Click on the appropriate QSC. If this is to remove a spouse, use the Loss of Spouse QSC.



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Member: Doe, Jane

Coverage Effective Date: 12-01-2008 Enrollment Reason: New Hire Enrollment Types: New Hire

FSA Contribution \$: [ ] Appeal Effective Date: [ ] Address: 12 Test Salem, 97304 Oregon

End Date: [ ] QSC Event: Dependent Child Ceases to Satisfy Eligib

PCP Name: [ ] Types: Medical Plans: ODS Medical Plan 3/RX A - Tiered Birth Date: 09-21-1959

Tiers: Employee, Spouse & Children

Requested total amount: [ ] Approval Date: [ ]

Note: The Requested Total Amount includes your current coverage amount.

Include	Relation	Gender	Name	DOB	Primary Care Physician	Delete
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8. Click on the QSC Event as shown above. Let the screen refresh. Change the Tier if necessary.

Note: The Requested Total Amount includes your current coverage amount.

Include	Relation	Gender	Name	DOB	Primary Care Physician	Delete
<input checked="" type="checkbox"/>	Spouse	Male	Doe, John	09-21-1959	[ ]	[ ]
<input type="checkbox"/>	Child	Female	Doe, Sally	01-01-1986	[ ]	[ ]
<input checked="" type="checkbox"/>	Child	Male	Doe, Ryan	11-12-2008	[ ]	[ ]

Summary Reset

9. Find the dependent that is to be removed and click on the Termination Reason. Let the screen refresh. Remove the check in the box for the dependent. Click the Summary Button.

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**Enrollments**

Quick Search: ID: E00183519, Last Name: Doe, First Name: Jane

Buttons: Save, Reset, Active, History, History Detail, OE History, Benefit Summary

Member IDs | Member Info | Dependents | Case Notes | Other Group Cov | Employment | QSC Events | Reinstate All | Term All

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

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	John	Sally	Ryan
<b>Medical</b> ODS Medical Plan 3/RX A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Pharmacy</b> ODS Pharmacy Plan A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Vision</b> ODS Vision Plan 2 - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Dental</b> ODS Dental Plan 1/Ortho - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Reset, Active, History, History Detail

10. Continue to click on the gray change box for Vision and Dental if dependent is being deleted from those plans. Once dependent has been removed from each plan, click the Save button.

**Enrollments**

Quick Search: ID: E00183519, Last Name: Doe, First Name: Jane

Buttons: Save, Reset, Active, History, History Detail, OE History, Benefit Summary

Member IDs | Member Info | Dependents | Case Notes | Other Group Cov | Employment | QSC Events | Reinstate All | Term All

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

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	John	Sally	Ryan
<b>Medical</b> ODS Medical Plan 3/RX A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Pharmacy</b> ODS Pharmacy Plan A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Vision</b> ODS Vision Plan 2 - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Dental</b> ODS Dental Plan 1/Ortho - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Reset, Active, History, History Detail

Microsoft Internet Explorer dialog box: Do you want to commit the changes to the enrollments? By pressing OK you are making the equivalent of your signature and authorizing deductions from your pay if necessary. Buttons: OK, Cancel

11. Click Ok.

**Enrollments**

Record Saved Successfully.

Quick Search: ID: E00183519, Last Name: Doe, First Name: Jane

Buttons: Save, Reset, Active, History, History Detail, OE History, Benefit Summary

Member IDs | Member Info | Dependents | Case Notes | Other Group Cov | Employment | QSC Events | Reinstate All | Term All

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

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	John	Sally	Ryan
<b>Medical</b> ODS Medical Plan 3/RX A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Pharmacy</b> ODS Pharmacy Plan A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Vision</b> ODS Vision Plan 2 - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Dental</b> ODS Dental Plan 1/Ortho - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Save, Reset, Active, History, History Detail

12. Click Save. You will then see Record Saved Successfully.

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Home | Contact Us | Help | Logout      User: Radish-oebb admin Debbie      Friday, February 06, 2009

**OEBB**  
OREGON EDUCATORS  
BENEFIT BOARD

**Enrollments**  
Record Saved Successfully!

Quick Search  
ID: E00183519    Last Name: Doe    First Name: Jane

Save    Reset    Active    History    **History Detail**    OE History    Benefit Summary

Member IDs    Member Info    **Dependents**    C    Notes    Other Group Con    Employment    QSC Events    Reinstate All    Term All

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

Plan Type/Plan Name	Plan Tier	Enr Type	Cov. Eff. Date	End Date	John	Sally	Ryan
<b>Medical</b> ODS Medical Plan 3/RX A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Pharmacy</b> ODS Pharmacy Plan A - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Vision</b> ODS Vision Plan 2 - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Dental</b> ODS Dental Plan 1/Ortho - Tiered	Employee, Spouse & Children	New Hire	12-01-2008		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save    Reset    Active    History    History Detail

13. Click the Dependents button as shown above.

**Dependents**  
Member : Jane Doe

E Number	Name	Birth Date	Dep Cert	Relation	Dependent Transaction Date	Dependent Expiration Date	Created By	Modified By	Modified Date
E00183520	<a href="#">Doe, John</a>	09-21-1959	NR	Spouse	11-03-2008		janedoe	janedoe	11-03-2008
E00183538	<a href="#">Doe, Ryan</a>	11-12-2008	NR	Child	12-09-2008		dradish	dradish	12-09-2008
<b>E00183521</b>	<a href="#">Doe, Sally</a>	01-01-1986	R	Child	11-03-2008		janedoe	dradish	02-04-2009

Add    Close

14. Click on dependent that is being removed from the enrollments.

**Dependents**  
Member : Jane Doe

Relationship Type: Child    Gender: Female    Birth Date: 01-01-1986

Last Name: Doe    First Name: Sally    MI: [ ]

Same Address as Subscriber: Yes

Overage Certification: [ ]    Affidavit Fulfillment Date/Adoption Date: [ ]    Medicare Eligibility: [ ]

Dependent Transaction Date: 11-03-2008    **Dependent Expiration Date: 01-31-2009**

Dependent IDs

Save    Delete    Search    Reset    Close

15. Enter the Dependent Expiration Date as shown above. Click Save.

## MyOEBS – How to Remove a Dependent by a QSC

**Dependents**

Member : Jane Doe

Relationship Type Child	Gender Female	Birth Date 01-01-1986
Last Name Doe	First Name Sally	MI MI
Same Address as Subscriber Yes	Affidavit Fulfillment Date/Adoption Date	
Overage Certification	Medicare Eligibility	

Dependent Transaction Date: 11-03-2008

Dependent ID:

Save Delete Search Reset Close

Microsoft Internet Explorer

System needs to verify enrollments before expiring this record. Please Save the record after the screen refreshes.

OK

**16. Click OK.**

**Dependents**

**Record Saved Successfully!**  
Member : Jane Doe

Relationship Type Child	Gender Female	Birth Date 01-01-1986
Last Name Doe	First Name Sally	MI MI
Same Address as Subscriber Yes	Affidavit Fulfillment Date/Adoption Date	
Overage Certification	Medicare Eligibility	

Dependent Transaction Date: 11-03-2008

Dependent Expiration Date: 01-31-2009

Dependent IDs

Save Delete Search Reset Close

**17. You will see Record Saved Successfully!**

**Congratulations, you are complete!**