

How to Add 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 options like System Codes, Address Setup, Contact Setup, Security Setup, Plan Management, Contact Management, and Enrollment Management. The main content area is titled 'Enrollments' and includes a 'Quick Search' section with fields for ID (E00272333), Last Name (Doe), and First Name (John). Below the search fields are buttons for 'Reset', 'Active', 'History', 'History Detail', and 'OE History'. A row of buttons includes 'E-Benefit Summary', 'Benefit Summary', 'Member IDs', 'Member Info', 'Dependents' (circled in red), 'Case Notes', 'Other Group Cov.', and 'Employment'. Another row of buttons includes 'QSC Events', 'Reinstate All', 'Term All', 'Beneficiaries', 'Healthy Futures', 'Basic Flag - Dental', and 'Basic Flag - Vision'. Below these is a 'Summary for employee of Salem-Keizer SD 24J (Current)' table.

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents	Buck
Medical Moda Medical Plan G Statewide - Composite	Employee & Spouse	Q	12/01/2014			✓
Vision Moda Vision Plan 3 - Composite	Employee & Spouse	Q	12/01/2014			✓
Dental ODS Dental Plan 2/Ortho - Composite	Employee & Spouse	Q	12/01/2014			✓

2. Click on the Dependents button as shown above.

The screenshot shows the OEBS Dependents page for member John Doe. It features a table with columns: E Number, Name, Birth Date, Relation, Dependent Effective Date, Dependent Expiration Date, Created By, Modified By, Modified Date, DEV flag, DEV Mod. by, and DEV Mod. date. Two dependent records are listed for E Number E00272334: one as a Spouse and one as a Domestic Partner by Certificate. Below the table is an 'Add' button (circled in red) and a 'Back to Enrollments' button.

E Number	Name	Birth Date	Relation	Dependent Effective Date	Dependent Expiration Date	Created By	Modified By	Modified Date	DEV flag	DEV Mod. by	DEV Mod. date
E00272334	Williams,Buck	09-21-1959	Spouse	12-11-2014		dradish	Radish5	12-11-2014			
E00272334	Williams,Buck	09-21-1959	Domestic Partner by Certificate	11-25-2014	11-30-2014	dradish	Radish5	12-11-2014			

3. Click on the Add button.

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Dependents

Member : John Doe

Choose from Existing Members: ID Name

Relationship Type Gender Child Type Birth Date

Last Name First Name MI

Same Address as Subscriber Affidavit Fulfillment Date/Adoption Date

SSN HICN No response

Ethnicity and Medicare Eligibility

Ethnicity Medicare Eligibility

Race

Asian Black/African American American Indian/Alaska Native Native Hawaiian/Other Pacific Islander

White Other Refused (Can only pick one) Unknown

Tobacco Usage

Have used tobacco products within the past 12 months

Haven't used tobacco products within the past 12 months

Have never used tobacco products

Dependent Effective Date Dependent Expiration Date

02-13-2015

Dependent IDs

Save Delete Search Reset **Back to Enrollments**

4. Complete the dependent information and click Save. If you are adding more than one dependent, you **must** click the Reset button prior to adding the next dependent. When you are done adding dependents, click the Back to Enrollments button.

Enrollments

Quick Search ID: E00272333 Last Name: Doe First Name: John

Reset Active History History Detail OE History

E-Benefit Summary Benefit Summary Member IDs Member Info Dependents Case Notes Other Group Cov. Employment

QSC Events Instate All Term All Beneficiaries Healthy Futures Basic Flag - Dental Basic Flag - Vision

Summary for employee of Salem-Keizer SD 24J (Current)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents	
					Buck	Fawn
Medical Moda Medical Plan G Statewide - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>	
Vision Moda Vision Plan 3 - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>	
Dental ODS Dental Plan 2/Ortho - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>	
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	11/01/2014			
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	11/01/2014			
Optional Employee Life Declined			11/01/2014			
Optional Spouse/Partner Life Declined			11/01/2014			

5. Click on the QSC Events button.

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QSC Events - Individual Plan Changes

Member : Jane Doe

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

Add Close

6. Click the Add button.

QSC Events Type - List of Values

Type

Find Close [Reset Field\(s\)](#)

Type
Change in Domestic Partnerships
[Gain Partner and/or Partners Children by Affidavit/Certification](#)
Change in Employees Marital Status
[Gain Spouse and/or Children through Marriage](#)
[Gain Spouse and/or Children through Marriage to a Previously Covered Domestic Partner](#)
Change in Number of Employees Dependents
[Gain Child through Birth/Adoption/Placement for Adoption/Affidavit of Dependency](#)

7. Click on the appropriate QSC as shown above.

Member : Jane Doe

QSC Events Gain Child through Birth/Adoption/Placement for Adoption/Affidavit of Dependency
Actual Event Date 11-12-2008 Transaction Date
QSC Event Date 11-30-2008 QSC Used By
Coverage Eff Date

Dependents - Select All Affected Dependents by this QSC

Relation	Name	Gender	E Number	Birth Date	Affected Dependent
Child	Ryan Doe	M		11-12-2008	<input checked="" type="checkbox"/>
Spouse	John Doe	M		09-21-1959	<input type="checkbox"/>
Child	Sally Doe	F		09-21-2008	<input type="checkbox"/>

Save Delete Search Reset Close

8. Complete the QSC dates. Only check the affected Dependent. The coverage Effective Date will be the first of the month following the QSC Event Date. Click on Save. NOTE: If the QSC event is Gain Child through Birth/Adoption, etc, and the baby is born the 1st of the month thru the 15th of the month, then the coverage effective date will be the 1st of the month on which baby is born. If baby is born 16th through 31st, then coverage effective date will be the 1st of the following month. In either scenario, coverage will begin on date of birth.

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QSC Events - Individual Plan Changes
Record Saved Successfully
Member: John Doe

QSC Events: Gain Child through Birth/Adoption/Placement for Adoption
 Actual Event Date: 02-16-2015 Transaction Date: 06-27-2015
 QSC Event Date: 02-16-2015 QSC Used By: Debbie Radish-oebs admin
 Coverage Eff Date: 03-01-2015

Dependents - Select All Affected Dependents by this QSC					
Relation	Name	Gender	E Number	Birth Date	Affected Dependent
Spouse	Buck Williams	M		09-21-1959	<input type="checkbox"/>
Child	Fawn Doe	F		02-01-2015	<input checked="" type="checkbox"/>

Buttons: Save, Delete, Search, Reset, **Back to Enrollments**, Update QSC

9. Verify the Coverage Effective Date. If the date is correct, click Save again. If the Coverage Effective date is incorrect, you can make the necessary changes then click Save. You will see **Record Saved Successfully**. Click the **Back to Enrollments** button.

Enrollments
Member has active QSC.

Quick Search: ID E00272333, Last Name Doe, First Name John

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

Summary for employee of Salem-Keizer SD 24J (QSC)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents	
					Buck	Fawn
Medical Moda Medical Plan G Statewide - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vision Moda Vision Plan 3 - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dental ODS Dental Plan 2/Ortho - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	11/01/2014			<input checked="" type="checkbox"/>
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	11/01/2014			<input checked="" type="checkbox"/>
Optional Employee Life Declined			11/01/2014			

10. Only click on the plan links that the dependent will be added to.

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- ▶ Contact management
- ▼ Enrollment Management
 - Enrollments
 - Unsaved Enrollments
 - Termination Approval
 - Affidavit Fulfillment
 - Email Notifications
 - Member QSC Request(0)
- ▶ Enrollment Requests
- ▶ Member Management
- ▶ Document Management
- ▶ Utilities
- ▶ Home Page Alerts
- ▶ Reports
- ▶ Payroll Interface
- ▶ Report Mart
- ▶ BHS Interface

QSC being used

New Coverage Start Date

Eligible Plans

- Kaiser Medical Plan 1 - Composite
- Kaiser Medical Plan 2 - Composite
- Kaiser Medical Plan 3 - Composite
- Moda Medical Plan A Statewide - Composite
- Moda Medical Plan B Statewide - Composite
- Moda Medical Plan C Statewide - Composite
- Moda Medical Plan D Statewide - Composite
- Moda Medical Plan E Statewide - Composite
- Moda Medical Plan F Statewide - Composite
- Moda Medical Plan G Statewide - Composite
- Moda Medical Plan H Statewide - Composite
- Moda Medical Plan A Synergy - Composite
- Moda Medical Plan B Synergy - Composite
- Moda Medical Plan C Synergy - Composite
- Moda Medical Plan D Synergy - Composite
- Moda Medical Plan E Synergy - Composite
- Moda Medical Plan F Synergy - Composite
- Moda Medical Plan G Synergy - Composite
- Moda Medical Plan H Synergy - Composite

Members Including Self (check marked members get coverage)

<input checked="" type="checkbox"/>	John Doe	21-SEP-59	Self
<input checked="" type="checkbox"/>	Buck Williams	21-SEP-59	Spouse
<input type="checkbox"/>	Fawn Doe	01-FEB-15	Child

11. Check the dependent that is to be added. Make sure that all dependents who should have coverage have a check mark, including the member. Select the appropriate medical plan. Click on Accept & Continue. Then click on the back button.

- ▶ Contact Setup
- ▶ Security Setup
- ▶ Plan Management
- ▶ Enrollment Management
- ▶ Enrollment Requests
- ▶ Member Management
- ▶ Document Management
- ▶ Home Page Alerts
- ▶ Reports
- ▶ Payroll Interface
- ▶ Report Mart

Enrollments
Member has active QSC.

Quick Search
 Last Name First Name

E-Benefit Summary
Benefit Summary
Member IDs
Member Info
Dependents
Case Notes
Other Group Cov.
Employment

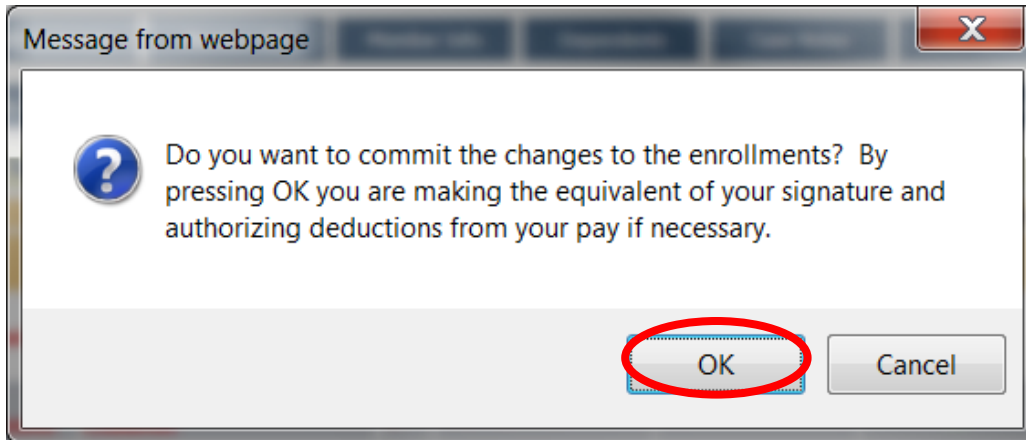
QSC Events
Reinstate All
Term All
Beneficiaries
Healthy Futures

Summary for employee of Salem-Keizer SD 24J (QSC)

Plan Type/Plan Name	Coverage Tier	Enr Type	Cov. Eff. Date	End Date	Dependents		
					Buck	Fawn	
Medical Moda Medical Plan G Statewide - Composite	Employee, Spouse & Children	Q	03/01/2015		✓	✓	✗
Vision Moda Vision Plan 3 - Composite	Employee, Spouse & Children	Q	03/01/2015		✓	✓	✗
Dental ODS Dental Plan 2/Ortho - Composite	Employee & Spouse	Q	12/01/2014		✓		✗
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	11/01/2014				✗
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	11/01/2014				✗
Optional Employee Life Declined			11/01/2014				

12. Once the dependent has been added to the appropriate plans, click the Save button.

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13. Click OK.

enrollments
Record Saved Successfully

Quick Search
ID: E00272333 Last Name: Doe First Name: John

Reset Active History History Detail OE History

E-Benefit Summary Benefit Summary Member IDs Member Info Dependents Case Notes Other Group Cov. Employment

QSC Events Reinstate All Term All Beneficiaries Healthy Futures Basic Flag - Dental Basic Flag - Vision

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Vision Moda Vision Plan 3 - Composite	Employee, Spouse & Children	Q	03/01/2015		✓	✓
Dental ODS Dental Plan 2/Ortho - Composite	Employee & Spouse	Q	12/01/2014		✓	
Basic Life Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	11/01/2014			
Basic Accidental Death and Dismemberment Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	11/01/2014			
Optional Employee Life Declined			11/01/2014			
Optional Spouse/Partner Life Declined			11/01/2014			
Optional Child Life						

14. You will then see Record Saved Successfully.