MyOEBB – How to Remove a Dependent

How to Remove a Dependent

1. Bring up the employee record in Enrollment Management

System Codes	ID E00272329	Last Name Doe		F	First Name Jane				
Address Setup									
Contact Setup	Reset Active History H	listory Detail OE History							
Security Setup	E-Benefit Summary Benefit Summ	nary Member IDs Mer	nhor I	info Dependents	Case Notes	Other Group Cov	Employment		
Plan Management	E benefic summary	E berein Summury Denem Summury Prember 2005 Prember 2005 Dependents Case notes Other Group Cov. Employment							
Contact Management	QSC Events Reinstate All	Term All Beneficiar	ies	Healthy Futures B	asic Flag - Dental B	asic Flag - Vision			
Enrollment Management	Summary for employee of Salem-	-Keizer SD 24J (Curre	nt)						
Enrollments			1			Depend	lents		
Unsaved Enrollments	Plan Type/Plan Name	Coverage Tier	Enr	Cov Eff Date	End Date	loe	Sam		
Termination Approval	r an rypeyr lan name	coverage rici	Туре	corr. Ent. butc	end bate	500	Sum		
Affidavit Fulfillment	Medical Kaiser Medical Plan 2 - Composite	Employee, Spouse & Children	Q	12/01/2014		\checkmark	\checkmark		
Email Notifications	Vision	Employee Spouse & Children	0	12/01/2014		\bigcirc	\bigcirc		
Member QSC Request(0)	Kaiser Vision Plan 5 - Composite	Employee, opease a emalen	×	10,01,001					
Enrollment Requests	Dental Kaiser Dental Plan 8/Ortho - Composite	Employee, Spouse & Children	Q	12/01/2014		\checkmark	\checkmark		
Member Management	Basic Life	Employee Only - \$100.000	N	10/01/2014					
Document Management	Plan 11 Basic Life-\$100,000			10/01/2011					
Utilities	Basic Accidental Death and Dismemberment	Employee Only - \$100,000	N	10/01/2014					
Home Page Alerts	Plan 11 Basic AD&D-\$100,000								

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

Member : Jane Doe Event Date Transaction QSC Used By System Codes Event Name Created By Created Date Address Setup 09-08-2014 10-23-2014 Mordica-Admin, Tami 10-23-2014 New Hire mordicat Contact Setup Gain Spouse and/or Children through Marriage to a 10-23-2014 10-23-2014 Mordica-Admin, Tami 10-23-2014 mordicat Security Setup OEBB Override 11-11-2014 01-30-2015 Mordica-Admin, Tami mordicat 01-30-2015 Plan Management Add Pack to Enrollments Contact Management ▼ Enrollment Management Enrollments

QSC Events - Individual Plan Changes

Member : Jane Doe

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



3. Click on the Add button.



4. Click on the appropriate QSC.

BENEFIT BOARD	Member : Jane Doe					
 System Codes Address Setup Contact Setup Security Setup Plan Management 	 QSC Events Actual Event Date QSC Event Date Coverage Eff Date 	Dependent Shild Ceases 01-30-2015 01-30-2015 02-01-01-5	to Satisfy Eligibility Re	equirements Transaction Date QSC Used By		
Contact Management	Dependents - Select A	I Affected Dependents by	this OSC			
 Enrollment Management 	Relation	Name	Gender	E Number	Birth Date	Affected Dependent
Enrollments	Child	Sam Doe	м	ĺ	03-25-1999	
Unsaved Enrollments	Spouse	loe lones	м		03-28-1979	
Termination Approval	Spouse	300 30103		I	05 20 15/5	
Affidavit Fulfillment	Save Delete	Search Reset B	ack to Enrollments			
Email Notifications	Save Delete	Search Reset D		2		

5. Complete the QSC dates. The coverage Effective Date will be the first of the month following the QSC Event Date. Click on Save once. Verify the Coverage Effective Date. If the date is correct, click Save again.

Note: If the Coverage Effective date is incorrect, you can make the necessary changes then Click Save or delete the QSC and start over.

	Record Saved Succes	ssfully				
System Codes	QSC Events	Dependent Child Cease	s to Satisfy Eligibility R	lequirements		
Address Setup	Actual Event Date	01-30-2015		Transaction Date	15-01-2015	
Contact Setup	Actual Event Date	01-30-2015			55 01 2015	
Security Setup	QSC Event Date	01-30-2015		QSC Used By	ami Mordica-Admin	
Plan Management	Coverage Eff Date	02-01-2015				
Contact Management	Dopondonta Coloct	All Affected Dependents h	u this OEC			
Enrollment Management	Dependents - Select i	All Affected Dependents D	y this QSC	1		1
Encollemente	Relation	Name	Gender	E Number	Birth Date	Arrected Dependent
Enroliments	Child	Sam Doe	M		03-25-1999	\checkmark
Unsaved Enrollments	Spouse	Joe Jones	м	1	03-28-1979	
Termination Approval			T.,	1		
Affidavit Fulfillment	Save Delete	Search Rest	Back to Enrollment	ts Update OSC		
Email Notifications	Delete	The second secon		opante que		

You will see Record Saved Successfully. Click "Back to Enrollments"

OEBB	Member has active QS	С.					
 System Codes Address Setup 	Quick Search ID E00272329	Last Name Doe		First Name Jane			
Contact Setup	Save Reset Active H	istory History Detail	OE History				
Security Setup							
Plan Management	E-Benefit Summary Benefit Sur	nmary Member IDs	Member Info Depender	Case Notes	Other Group Cov.	Employme	nt
Contact Management	OSC Events Reinstate All	Term All Benefi	ciaries Healthy Futures	Basic Flag - Dental	Basic Flag - Vision		
 Enrollment Management Enrollments 	Summary for employee of Saler	n-Keizer SD 24J (QS	C)				
Unsaved Enrollments					Dependent	5	
Termination Approval	Plan Type/Plan Name	Coverage Tier	Enr Type Cov. Eff. Date	End Date	Joe	Sam	
Affidavit Fulfillment	Medical Naiser Hearcar Plan 2 - Composite	Employee, Spouse & Children	Q 12/01/2014		\bigcirc	\odot	× 👓
Email Notifications Member QSC Request(0)	Vision Kaiser Vision Plan 5 - Composite	Employee, Spouse & Children	Q 12/01/2014		\checkmark	 ✓ 	×
 Enrollment Requests Member Management 	Dental Kaiser Dental Plan 8/Ortho - Composite	Employee, Spouse & Children	Q 12/01/2014		$\overline{\mathbf{O}}$	\checkmark	×

6. Click on the word Medical as shown above.

Affidavit Fulfillment	Kaiser Medical Plan 2 - Composite
Email Notifications	O Kaiser Medical Plan 3 - Composite
Member QSC Request(0)	O Moda Medical Plan A Statewide - Composite
Enrollment Requests	O Moda Medical Plan B Statewide - Composite
Member Management	O Moda Medical Plan C Statewide - Composite
Document Management	O Moda Medical Plan D Statewide - Composite
Utilities	O Moda Medical Plan E Statewide - Composite
Home Page Alerts	O Moda Medical Plan F Statewide - Composite
Reports	\odot Moda Medical Plan G Statewide - Composite
Payroll Interface	🔿 Moda Medical Plan H Statewide - Composite
Report Mart	O Moda Medical Plan A Synergy - Composite
BHS Interface	O Moda Medical Plan B Synergy - Composite
	O Moda Medical Plan C Synergy - Composite
	O Moda Medical Plan D Synergy - Composite
	O Moda Medical Plan E Synergy - Composite
	O 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)
	ane Doe 30-MAY-82 Self
	Joe Jones 28-MAR-79 Spouse
	Sam Doe 25-MAR-99 Child
	Accept & Continue Back

7. Uncheck the dependent you are removing. Click Accept & Continue.

DEBE BEARD	Member has active QSC.	
 System Codes Address Setup Contact Setup Security Setup Plan Management 	Quick Search ID E00272329 Last Name Doe First Name Jane Save Reset Active History History Detail OE History E-Benefit Summary Benefit Summary Member IDs Member Info Dependents Case Notes Other Group Cov. Empression	ployment
Contact Management	QSC Events Reinstate All Term All Beneficiaries Healthy Futures Basic Flag - Dental Basic Flag - Vision	
Enrollment Management Enrollments	Summary for employee of Salem-Keizer SD 24J (QSC)	
Unsaved Enrollments	Dependents	
Termination Approval	Plan Type/Plan Name Coverage Tier Enr Type Cov. Eff. Date End Date Joe Sam	
Affidavit Fulfillment	Medical Kaiser Medical Plan 2 - Composite Employee & Spouse Q 02/01/2015	× 00
Email Notifications Member QSC Request(0)	Vision Kaiser Vision Plan 5 - Composite Employee & Spouse Q Q Q2/01/2015	×
 Enrollment Requests Member Management 	Dental Kaiser Dental Plan 8/Ortho - Employee & Spouse Q 02/01/2015	×
Desumant Management	Davie 1 ifa	

8. Repeat process for Dental and Vision benefits if the dependent is being removed from those benefits. If the member is removing them from optional plans you will need to click the Red X to remove the dependent from optional benefits. Once dependent has been removed, Click the Save Button.



9. Click Ok.

DEBBB BENEFIT BOARD	Record Saved Successfully	>					
System Codes	ID F00272329	Last Name Doe		Fi	rst Name Jane		
Address Setup							
Contact Setup	Reset Active History H	listory Detail OE	History				
Security Setup	E-Benefit Summary Benefit Summ	Nember IDs	Member Info	Dependents	Case Notes	Other Group Cov	Employment
Plan Management	E benefic bannary benefic bannary	idity Fichiber 105	Fichiber 1110	Dependento	cuse notes	outer oroup con.	Employment
Contact Management	QSC Events Reinstate All	Term All	Beneficiaries Hea	althy Futures Ba	sic Flag - Dental E	Basic Flag - Vision	
Enrollment Management	Summary for employee of Salem-	Keizer SD 24J	(Current)				
Enrollments			i í			Depen	dents
Unsaved Enrollments	Plan Type/Plan Name	Coverage Tier	Enr Cov F	ff Date	End Date	loe	Sam
Termination Approval		concluge the	Туре			500	Jun
Affidavit Fulfillment	Kaiser Medical Plan 2 - Composite	Employee & Spouse	Q 02/01,	/2015		\checkmark	
Email Notifications	Vision	Employee & Spouse	O 02/01	/2015		\bigcirc	
Member QSC Request(0)	Kaiser Vision Plan 5 - Composite		2 02/02				
Enrollment Requests	Kaiser Dental Plan 8/Ortho - Composite	Employee & Spouse	Q 02/01,	/2015		\checkmark	
Mambau Managamant	Dagia Lifa						

10.You will then see "Record Saved Successfully".

<u>OEBB</u>	Enrollments Record Saved Successfully					
BENEFIT BOARD	Quick Search					
System Codes	ID E00272329	Last Name Doe		First Name Jane		
Address Setup						
Contact Setup	Reset Active History H	listory Detail OE	History			
Security Setup	E-Benefit Summary Benefit Summ	Member IDs	Member Info	dents Case Notes	Other Group Cov Emplo	vment
Plan Management	E benene bannary	iary Fiember 100	Hember mit Depen	dente de notes	Cuter Group Corr.	Jinene
Contact Management	QSC Events Reinstate All	Term All	Beneficiaries Healthy Future	es Basic Flag - Dental	Basic Flag - Vision	
Enrollment Management	Summary for employee of Salem-	Keizer SD 24J	(Current)			
Enrollments					Dependents	
Unsaved Enrollments	Plan Tyne/Plan Name	Coverage Tier	Enr Cov Eff. Date	End Date	100 53	m
Termination Approval	rian rypeyrian name	coverage ner	Type Cov. Ell. Dute	End Dute	300 30	
Affidavit Fulfillment	Medical Kaiser Medical Plan 2 - Composite	Employee & Spouse	Q 02/01/2015		\bigcirc	
Email Notifications	Vision	Employee & Spouse	0 02/01/2015			
Member QSC Request(0)	Kaiser Vision Plan 5 - Composite	employee a spouse	~ 52/01/2015			
Enrollment Requests	Dental Kaiser Dental Plan 8/Ortho - Composite	Employee & Spouse	Q 02/01/2015		\checkmark	
Mambas Managamant	Danie Life					

11. Click on the Dependents button as shown above.

OFDD	Dependents										
<u>UEDD</u>	Member :	Jane Doe									
BENEFIT BOARD ▶ System Codes	E Number	Name	Birth Date	Relation	Dependent Effective Date	Dependent Expiration Date	Created By	Modified By	Modified Date	DEV flag	DEV DEV Mod. Mod. by date
Address Setup	E00272346	be,Sam	03-25-1999	Child	01-01-2012		mordicat	mordicat	01-30-2015		
Contact Setup	E002172550	Jones, Joe	03-28-1979	Spouse	10-23-2014		mordicat	mordicat	10-23-2014		
Security Setup	E00272330	Jones, Joe	03-28- <mark>1</mark> 979	Domestic Partner by Affidavit	10-13-2014	10-22-2014	mordicat	mordicat	10-23-2014		
Plan Management											
Contact Management	Add F	Back to Enrollments									
Enrollment Management			1								
- 1991 1 1991 1											

12. Click on the Dependent that is being removed from the enrollments.

BENEFIT BOARD	Member : Jane Doe
System Codes	Relationship Type Gender Child Type Birth Date Child N(A y Data Data
Address Setup	
Contact Setup	Last Name MI
Security Setup	Doe Sam
Plan Management	Same Address as Subscriber Affidavit Fulfillment Date/Adoption Date
Contact Management	
¹ Enrollment Management	
Enrollments	
Unsaved Enrollments	Ethnicity and Medicare Eligibility
Termination Approval	Ethnicity Unknown
Affidavit Fulfillment	Race
Email Notifications	🗌 Asian 🔹 Black/African American 🔹 American Indian/Alaska Native 🔷 Native Hawaiian/Other Pacific Islander
Member QSC Request(0)	🗌 White 🗌 Other 🗌 Refused (Can only pick one) 🗹 Unknown
[•] Enrollment Requests	Dependent Effective Date
[•] Member Management	
Document Management	
Utilities	Dependent IDs
Home Page Alerts	Save Delete Search Reset Back to Enrollments
Reports	

13. Enter the Dependent Expiration Date as shown above. Note: you will need to use the current days date or the end of the month for an expiration date.



14. Click OK.

	Pretidents
<u>UEDD</u>	Record Saved Successfully
BENEFIT BOARD	Wember Found Boo
System Codes	Relationship Type Gender Child Type Birth Date
Address Setup	Child V Male V 03-25-1999
Contact Setup	Last Name MI
Security Setup	Doe Sam
Plan Management	Same Address as Subscriber Attidavit Fulfilment Date/Adoption Date
Contact Management	
▼ Enrollment Management	SSN FILLN NO response
Enrollments	
Unsaved Enrollments	
Termination Approval	Ethnicity Unknown
Affidavit Fulfillment	Race
Email Notifications	🗆 Asian 🛛 🗋 Black/African American 🔲 American Indian/Alaska Native 🗌 Native Hawaiian/Other Pacific Islander
Member QSC Request(0)	White Other Refused (Can only pick one) 🗹 Unknown
Enrollment Requests	Dependent Effective Date Dependent Expiration Date
Member Management	
Document Management	
▶ Utilities	Dependent IDs
Home Page Alerts	Save Delete Search Reset Back to Enrollments
Peporte	

15. Click Save. You will see "Record Saved Successfully".