

## How to Add a Dependent by QSC

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

The screenshot shows the OEBB 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 area is titled 'Enrollments' and contains 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'. Below this is another row of buttons: 'QSC Events', 'Reinstate All', 'Term All', 'Beneficiaries', 'Healthy Futures', 'Basic Flag - Dental', and 'Basic Flag - Vision'. The main content area shows a 'Summary for employee of Salem-Keizer SD 24J (Current)'. It contains a table with columns for Plan Type/Plan Name, Coverage Tier, Enr Type, Cov. Eff. Date, End Date, and Buck. The table lists three plans: Medical (Moda Medical Plan G Statewide - Composite), Vision (Moda Vision Plan 3 - Composite), and Dental (ODS Dental Plan 2/Ortho - Composite). Each row has a green checkmark in the Buck column.

### 2. Click on the Dependents button as shown above.

The screenshot shows the OEBB Dependents interface. The top section is titled 'Dependents' and shows 'Member : John Doe'. Below this is 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. The table contains two rows of dependents, both with E Number E00272334 and Name Williams, Buck. The first row has Relation Spouse, and the second row has Relation Domestic Partner by Certificate. Below the table is a button labeled 'Add' (circled in red) and a link 'Back to Enrollments'.

### 3. Click on the Add button.

# MyOEBB – How to Add a Dependent by a QSC

**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
<b>Medical</b> Moda Medical Plan G Statewide - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>	
<b>Vision</b> Moda Vision Plan 3 - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>	
<b>Dental</b> ODS Dental Plan 2/Ortho - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>	
<b>Basic Life</b> Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	11/01/2014			
<b>Basic Accidental Death and Dismemberment</b> Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	11/01/2014			
<b>Optional Employee Life</b> <b>Declined</b>			11/01/2014			
<b>Optional Spouse/Partner Life</b> <b>Declined</b>			11/01/2014			

5. Click on the QSC Events button.

# MyOEBS – How to Add a Dependent by a QSC

## 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

- 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 1<sup>st</sup> of the month thru the 15<sup>th</sup> of the month, then the coverage effective date will be the 1<sup>st</sup> of the month on which baby is born. If baby is born 16<sup>th</sup> through 31<sup>st</sup>, then coverage effective date will be the 1<sup>st</sup> of the following month. In either scenario, coverage will begin on date of birth.

# MyOEBS – How to Add a Dependent by a QSC

**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

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

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
<b>Medical</b> Moda Medical Plan G Statewide - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Vision</b> Moda Vision Plan 3 - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Dental</b> ODS Dental Plan 2/Ortho - Composite	Employee & Spouse	Q	12/01/2014		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Basic Life</b> Plan 11 Basic Life-\$100,000	Employee Only - \$100,000	N	11/01/2014			<input checked="" type="checkbox"/>
<b>Basic Accidental Death and Dismemberment</b> Plan 11 Basic AD&D-\$100,000	Employee Only - \$100,000	N	11/01/2014			<input checked="" type="checkbox"/>
<b>Optional Employee Life Declined</b>			11/01/2014			

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

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

- ▶ 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**

Gain Child through Birth/Adoption/Placement for Adoption

**New Coverage Start Date**

03/01/2015

**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**

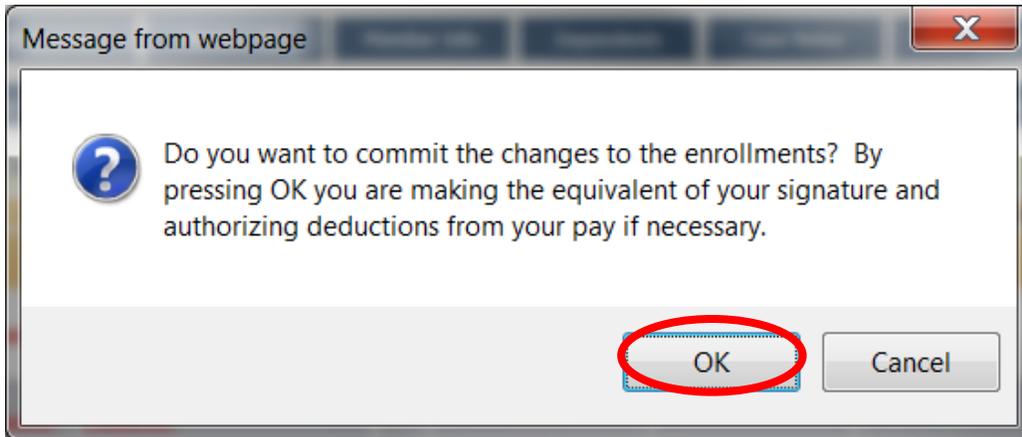
ID: E00272333    Last Name: Doe    First Name: John

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

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

## MyOEBB – How to Add a Dependent by a QSC



### 13. Click OK.

OREGON EDUCATORS  
**OEBB**  
BENEFIT BOARD

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

### 14. You will then see Record Saved Successfully.