Procedures for Dual Enrollment

Dual enrollment in PEBB coverage is not permitted for a subscriber or a dependent. Refer to WAC 182-12-123 and Policy 45-2, Addendum 45-2A for more details.

When a subscriber or dependent is added to PAY1, the system will search for existing enrollment referencing the social security number entered. If the subscriber or dependent is already enrolled in PEBB medical or dental coverage, enrollment of coverage will not be allowed. The following message displays in PAY1: "PEBB dual enrollment not allowed—contact subscriber for resolution."

Employee Dual Enrollment:

(Dependent enrolled on a PEBB account who becomes eligible for benefits as an employee)

Important Elements of employee dual enrollment:

- Defer to the new employee to determine desired enrollment.
- The eligible employee must enroll in dental (if employer participates in PEBB dental), but may choose to:
  - Enroll in medical, or
  - Waive medical and remain enrolled in medical as a dependent on the other account.
  - If the employee does not submit forms within 31 days of becoming eligible for benefits, the employee is defaulted to the Uniform Medical Plan Classic and Uniform Dental Plan. (WAC 182-12-197)
- Both employers and HCA must coordinate to prevent a gap in coverage for the new employee when the employee switches coverage to their new employer.

Process to correct dual enrollment issue:

1. When the dual enrollment edit displays in PAY1 cancel the transaction, (F4) in Pay1.
2. Conduct a dependent search in PAY1 to identify the subscriber your employee is enrolled under as a dependent and the subscriber's employer. (Instructions for a dependent search are included in Chapter 1 of the Pay1 Manual).
3. Contact the employer to request the release of the dependent – your employee. (Agency Contact List for state agencies) If you do not know who to contact, send a FUZE to Outreach and Training to request the contact information.
4. Coordinate with the other employer.
   - Notify the employer of your employee's medical and dental election (e.g., remove from medical and dental, remove from dental only). ***No form is required by the other employer to remove your employee from their employee's account.***
   - Provide the coverage end date (last day of the month before the employee's coverage begins) to avoid a gap in coverage.

- If the end date is beyond the lower limit date, contact Outreach and Training. **Do not** enter a date as far back as you can and then ask Outreach and Training to correct the date. This practice results in billing issues.
- Do not request your employee be released from the other coverage until you have received the enrollment forms or the employee is beyond the 31-day eligibility period and will be defaulted.

5. When the employer releases your employee from dependent coverage, contact Outreach and Training through FUZE to set up the A.41 screen.
6. Enroll or default the employee as appropriate. If the employee is defaulted, notify the employee of the action taken.

Dependent (Spouse/Children) Dual Enrollment:

(Employee requesting enrollment for a dependent already enrolled on another PEBB account as a dependent or agency receives a court order or Medical Support Notice)

Important Elements of dependent dual enrollment:

- Defer to the new employee to determine desired enrollment. There must also be coordination with the other PEBB subscriber.
  - The subscriber where the dependent is currently enrolled must submit an enrollment form to their employer to remove the child from their account within 60 days of the Special Open Enrollment Qualifying Event (Change in Employment Status; see Policy 45-2, Addendum 45-2A).
  - The dependent may be enrolled in medical only, dental only or both medical and dental.
- The removal date must coincide with the dependent's effective date. Both employees must coordinate to prevent a gap in coverage for the dependent when he/she switches coverage to the new employees account.
- Do not term a dependent if they are currently enrolled on an account due to a court or Support NMSN order. Refer the employee back to the Support Enforcement office.

Process to correct dual enrollment issue:

1. When the dual enrollment edit in Pay1 displays cancel the transaction, (F4) in Pay1.
2. Conduct a dependent search in Pay1 to identify the employee the dependent is enrolled under and the employee's employer. (Instructions for a dependent search are included in Chapter 1 of the Pay1 Manuals).
3. Coordinate with the other employer:
   - Notify the employer of your employee's medical and dental election for the dependent (e.g., remove from medical and dental, remove from dental only). An enrollment form is required by the other employer to remove the dependent from the employee's account within 60 days of the qualifying event. If you do not know who to contact (Agency Contact List for state agencies), send a FUZE to Outreach and Training to request the contact information.

- Provide the coverage end date (last day of the month before the dependent's coverage begins) to avoid a gap in coverage. *Note: The dependent's effective date would be the same as the newly eligible employee.*
- If the end date is beyond the lower limit date, contact Outreach and Training. **Do not** enter a date as far back as you can and then ask Outreach and Training to correct the date. This practice results in billing issues.

4. When the employer releases the dependent from dependent coverage, contact Outreach and Training through FUZE if you are unable to set up the A.43 screen.