

# SEBB My Account Implementation Webinar



# HCA Team

## **Presenters**

- John Bowden, SEBB Program Leadership
- Chatrina Pitsch, SEBB My Account Business Analyst
- Matthew Toney, Facilitator

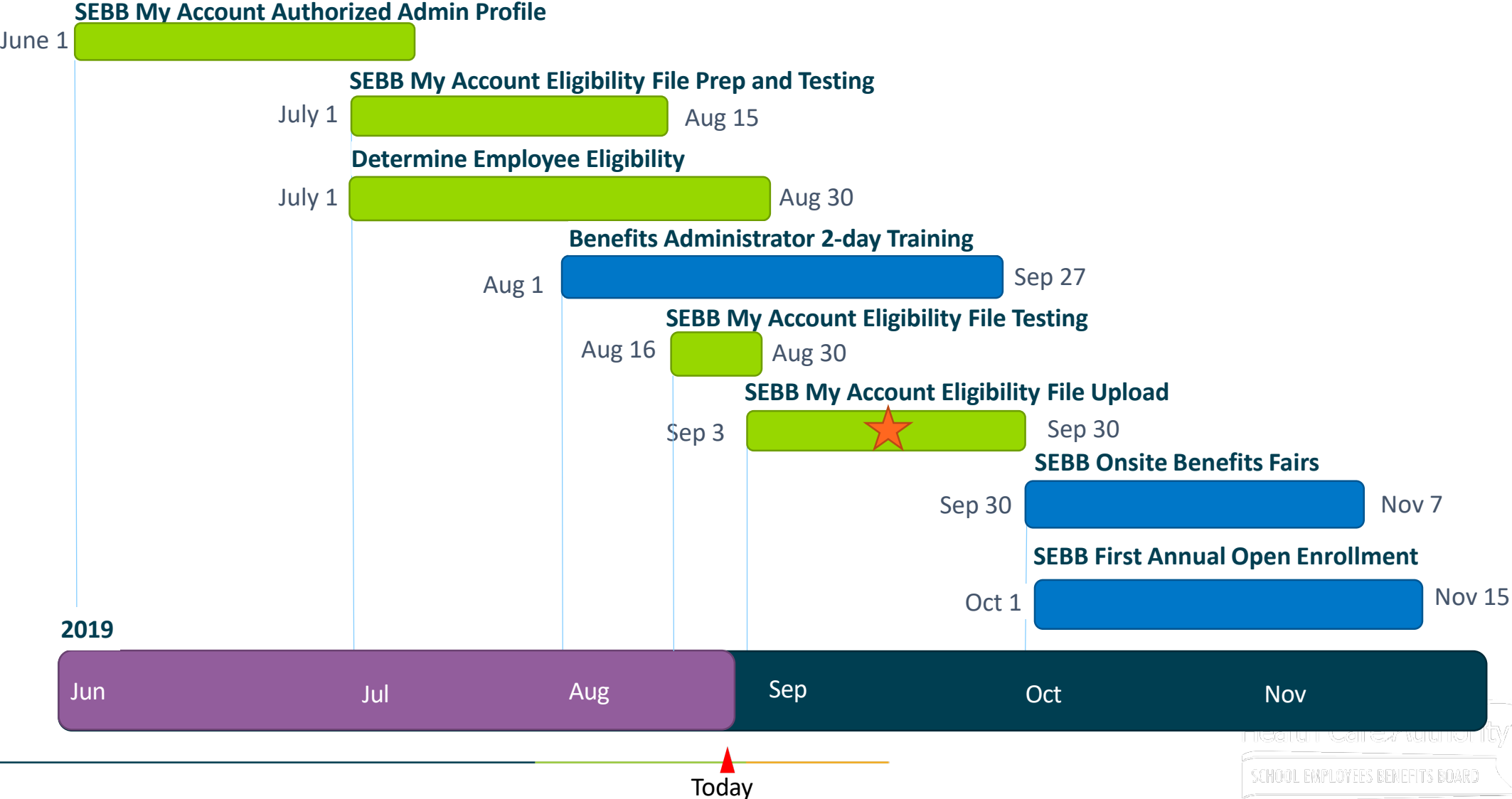
## **Support**

- Jibu Jacob, IT Manager
- Amy Corrigan, Outreach and Training
- Amanda Neville, Outreach and Training
- Margee Thompson, Accounting Manager
- Nicki Seiler, SEBB Procurement Project Manager
- Mike Schmitz SEBB Procurement Manager
- WSIPC Personnel

# Agenda

- HCA introductions
- SEBB Go-Live timeline
- SEBB My Account authorized administrator
- SEBB eligibility determinations
- Process for testing eligibility files
- Options for adding eligible employee data to SEBB My Account
- Review file specifications
  - Eligible employees
  - Dependent demographics
- SEBB Organization Questions
- WSIPC support role

# SEBB Go-Live Timeline



# SEBB My Account Authorized Administrators

- Authorized Administrators have two primary responsibilities:
  - Designate SEBB My Account user roles to perform certain duties starting **9/3**
  - Upload eligibility file to SEBB My Account starting **9/3**

Note: SEBB organizations will need to load SEBB eligible employees into SEBB My Account between Sept 3 and Sept 10 to guarantee employees can make supplemental coverage elections

# SEBB Organization Eligibility Determinations

- SEBB organizations make employee eligibility determinations **prior to September 3**
  - Great if you've already started making employee eligibility determinations
  - Eligibility threshold: anticipated 630 hours or more in a school year
  - Eligibility files will be used to:
    - Prepopulate SEBB My Account
    - Send enrollment guide information to employees

# SEBB My Account Test Eligibility File

- Eligibility file prep and testing **August 16 – August 30**
  - Send test eligibility file with **live data** through FUZE  
<https://www.fuzeqna.com/sebbperspay/membership/consumer/newuser.asp>
  - HCA IT will upload test eligibility file on behalf of SEBB organizations
  - HCA IT will reply with any errors or feedback about the test file

# Options for Adding Eligible Employees to SEBB My Account

- Manual entry through user interface
- Bulk upload through user interface
  - Eligible employees
  - Dependents
- HCA Benefits Administrator Website
  - <https://www.hca.wa.gov/sebb-ba>

Washington State Health Care Authority  
SCHOOL EMPLOYEES BENEFITS BOARD

Admin Dashboard Dependent Verification SOE Verification Subscribers Access Eligibility Billing SmartHealth Reports

ADNA SCHOOL DISTRICT 226 Administrative Dashboard

Welcome, Susan Admin!

Manage subscribers  
Search, view, add or update subscribers

Manage ad

Organization profile

Add subscriber

Last name\* First name\*

Middle name SSN\*  
777005555

Email  
email

Suffix Birth date\* Birth sex\*  
JR, SR mm/dd/yyyy

Home phone number


Work phone number

Eligibility reason\* Benefit eligibility date\* Anticipated 630 hours/year\*  
07/01/2019

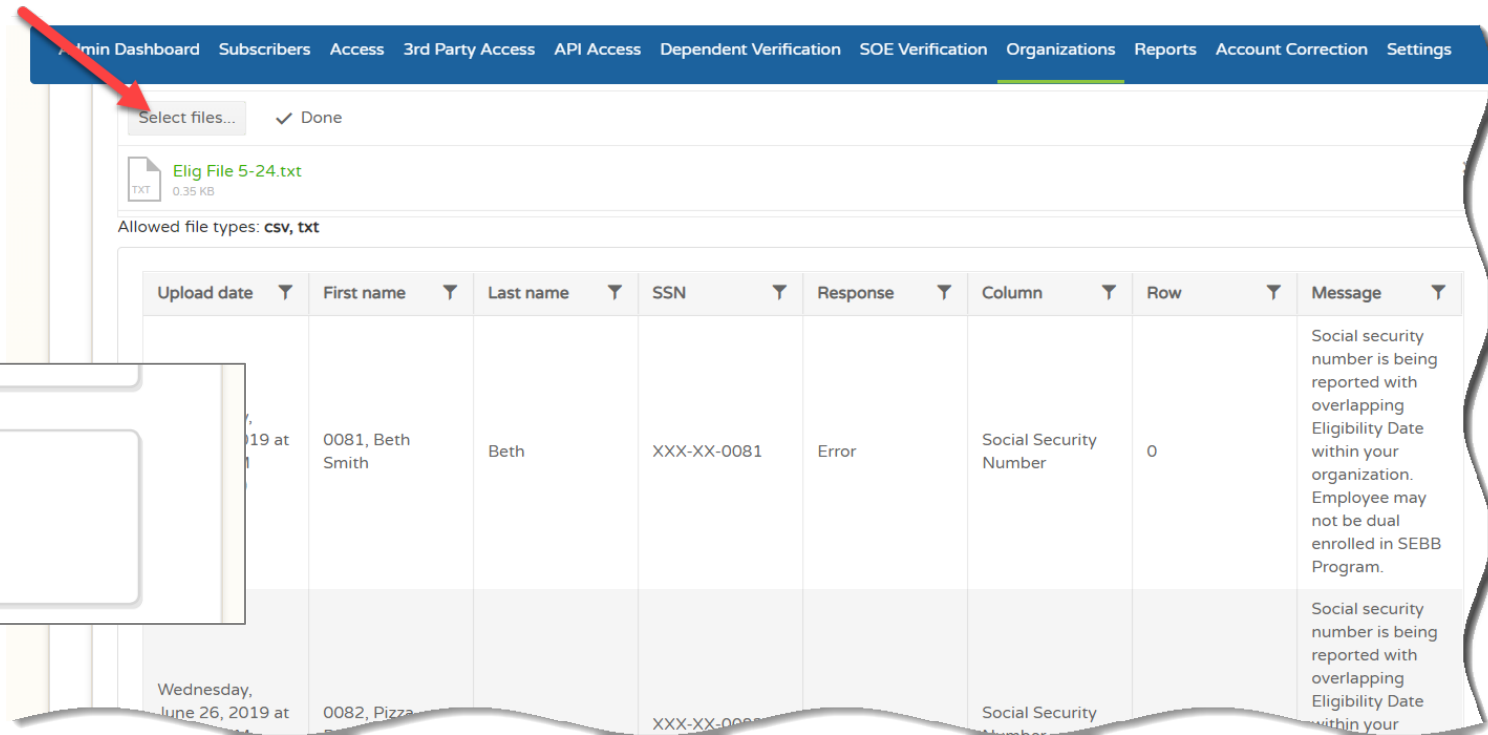


# SEBB My Account Eligibility File Specifications

- For bulk addition of eligible employees
- Upload process
- Data elements review
- Error messages
- Received on 7/17/19



**Eligibility file**  
Last eligibility file uploaded **N/A**  
The file contained **N/A** errors or warnings



Admin Dashboard Subscribers Access 3rd Party Access API Access Dependent Verification SOE Verification Organizations Reports Account Correction Settings

Select files... Done

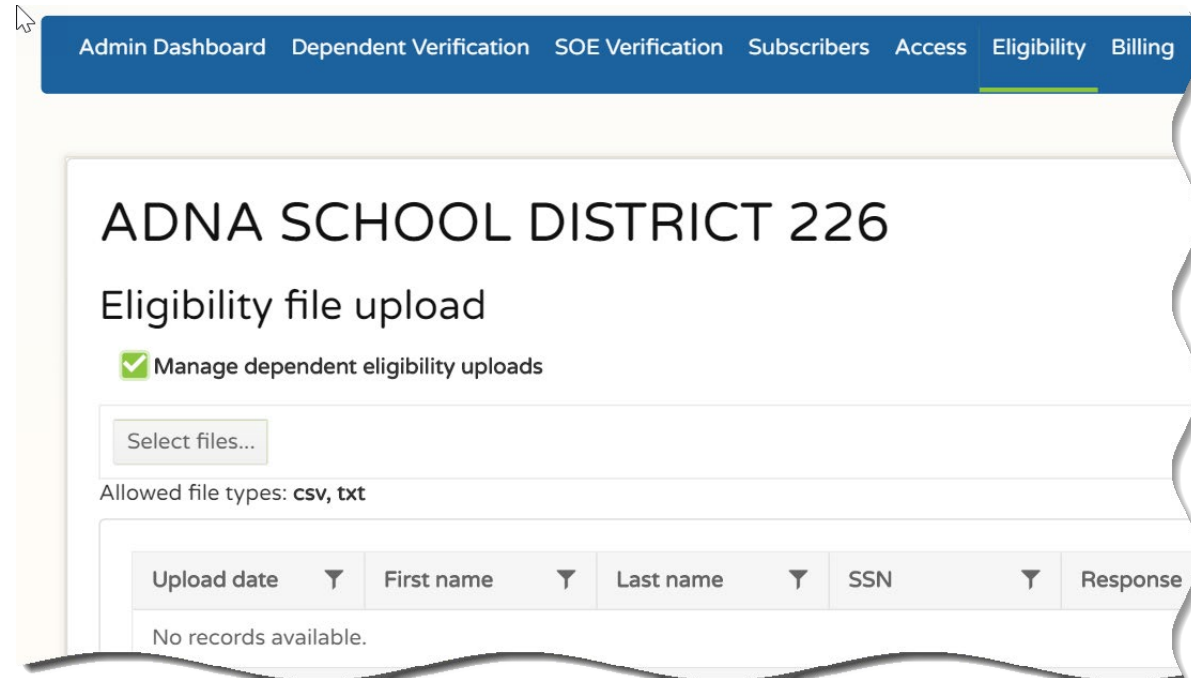
Elig File 5-24.txt  
0.35 KB

Allowed file types: csv, txt

Upload date	First name	Last name	SSN	Response	Column	Row	Message
19 at	0081, Beth Smith	Beth	XXX-XX-0081	Error	Social Security Number	0	Social security number is being reported with overlapping Eligibility Date within your organization. Employee may not be dual enrolled in SEBB Program.
Wednesday, June 26, 2019 at	0082, Pizza		XXX-XX-0082		Social Security Number		Social security number is being reported with overlapping Eligibility Date within your

# SEBB My Account Dependent File Specifications

- For bulk addition of employees' dependents
- Upload process
- Data elements review
- Received on 7/17/19



Admin Dashboard Dependent Verification SOE Verification Subscribers Access Eligibility Billing

## ADNA SCHOOL DISTRICT 226

### Eligibility file upload

Manage dependent eligibility uploads

Select files...

Allowed file types: csv, txt

Upload date	First name	Last name	SSN	Response
No records available.				

# SEBB My Account Questions: Updating Employee Records

- For updates to previously reported records
- Terminate eligibility
- Transfers
- Verify information sent via eligibility file

Admin Dashboard Dependent Verification SOE Verification Subscribers Access Eligibility Billing SmartHealth Reports Profile Enrollment Docs FSA / DCAP

Currently managing: Susan Sample

Employment Manage Dependents Special Open Enrollment Profile Document Upload Coverage Elections Premium Surcharge Attestations

Supplemental Coverage Coverage Summary

### Manage employee information

Last name\*  First name\*

Middle name  SSN\*

Suffix  Birth date\*  Birth sex\*

Email

Home phone number

Work phone number

Anticipated 630 hours/year\*  Employee monthly salary  Hire date\*

Is this employee represented?\* Effective start date\* Eligibility reason\* Benefit eligibility date\*

# SEBB My Account Questions: Reports

- Eligibility Status
- Dependent Verification Status
- Benefit Elections Changes
- Represented Employees
- Subscribers Without System Log Ins
- Default Benefits Elections

### Reports

Select a report from the drop down list to assist in benefit administration for your organization's subscribers.

Select a report\*

Dependent Verification Status

Verification Start Date: mm/dd/yyyy

Verification End Date: mm/dd/yyyy

Run report

Download

No records available.

0 - 0 of 0 records

# SEBB My Account Questions : Billing and Reconciliation File

- Billing files available for download monthly
- Accounting manual available
- First file December 16

The screenshot shows a spreadsheet-style table with columns for employee ID, name, address, and various codes. The final column shows monetary values. The data is as follows:

Employee ID	Name	Address	Code 1	Code 2	Code 3	Code 4	Amount
00A21TOTAL		0000000000000000 201905					00,000.00 00,
00A21HAMILTON	ANTHONY	R22892533920190521I201905INV0519 V	EE AND SPOUSE	EE AND SPOUSE	EE AND SPOUSE	EE AND SPOUSE	01,140.00 00,
00A21TALKINGTON	JANE	A51762776720190521I201905INV0519 V	EE AND SPOUSE	EE AND SPOUSE	EE AND SPOUSE	FULL FAMILY	01,190.00 00,
00A21PRESTON	MARIA	B51843175720190521I201905INV0519 V	EE ONLY	EE ONLY	EE ONLY	EE ONLY	01,023.00 00,
00A21CRAWFORD	JANESE	B53104524220190521I201905INV0519 V	EE ONLY	FULL FAMILY	FULL FAMILY	FULL FAMILY	01,023.00 00,
00A21LARMER	LAMARR	L53248450020190521I201905INV0519 V	FULL FAMILY	FULL FAMILY	FULL FAMILY	FULL FAMILY	01,220.00 00,
00A21HOOB	MICHAEL	W53268169220190521I201905INV0519 V	EE AND SPOUSE	EE AND SPOUSE	EE AND SPOUSE	EE AND SPOUSE	01,140.00 00,
00A21HOFFMAN	DENISE	J53272034220190521I201905INV0519 V	EE AND CHILDREN	EE AND CHILDREN	EE AND CHILDREN	EE AND CHILDREN	01,103.00 00,
00A21EDWARDS	BEN	D53280092020190521I201905INV0519 V	FULL FAMILY	FULL FAMILY	FULL FAMILY	FULL FAMILY	01,220.00 00,
00A21LAUBER	JESSICA	L53325295820190521I201905INV0519 V	EE ONLY	EE ONLY	EE ONLY	EE ONLY	01,023.00 00,
00A21KING	CHARLIE	J53331007120190521I201905INV0519 V	EE ONLY	EE ONLY	EE ONLY	EE ONLY	01,023.00 00,
00A21STONE	ALAN	D53356093120190521I201905INV0519 V	EE AND SPOUSE	EE AND SPOUSE	EE AND SPOUSE	EE AND SPOUSE	01,140.00 00,
00A21CRONRATH	MICHAEL	D53394289320190521I201905INV0519 V	FULL FAMILY	FULL FAMILY	FULL FAMILY	FULL FAMILY	01,220.00 00,
00A21PUTNEY	TAMARA	L53458758720190521I201905INV0519 V	EE AND CHILDREN	EE AND CHILDREN	EE AND CHILDREN	EE AND CHILDREN	01,048.00 00,
00A21SANFORD	TAUNYA	S53660991320190521I201905INV0519 V	FULL FAMILY	FULL FAMILY	FULL FAMILY	FULL FAMILY	01,270.00 00,
00A21WARNER	BETTY	J53670653920190521I201905INV0519 H	EE AND SPOUSE	EE AND SPOUSE	EE AND SPOUSE	EE AND SPOUSE	01,102.00 00,
00A21CHRISTIANSON	WILLIAM	T53688580220190521I201905INV0519 H	EE AND SPOUSE	EE AND SPOUSE	EE AND SPOUSE	EE AND SPOUSE	01,102.00 00,
00A21COMELLA	SARAH	L53904527620190521I201905INV0519 H	FULL FAMILY	FULL FAMILY	FULL FAMILY	FULL FAMILY	01,168.00 00,
00A21CLOUSE	TIFFANY	J53913488020190521I201905INV0519 V	FULL FAMILY	FULL FAMILY	FULL FAMILY	FULL FAMILY	01,220.00 00,
00A21CRONRATH	JOEL	E53958823620190521I201905INV0519 V	FULL FAMILY	FULL FAMILY	FULL FAMILY	FULL FAMILY	01,140.00 00,
00A21KRUGER	SHARON	M54282538020190212I20190202122019V	EE AND SPOUSE 1S	EE AND SPOUSE T1	EE AND SPOUSE	EE AND SPOUSE	00,000.00 00,
00A21KRUGER	SHARON	M54282538020190514D201903CL61903 V	EE AND SPOUSE 1S	EE AND SPOUSE T1	EE AND SPOUSE	EE AND SPOUSE	00,000.00 00,

# SEBB Program Questions: Dependent Verification

- Question: How long will the dependent verification process take? What is Iron Mountain's role?
- Answers: In most cases, the verification process is very quick. There are two avenues to completing dependent verification:
  - 1) Benefit administrators review dependent documents and verify dependents in SEBB My Account
  - 2) Employees upload document images into SEBB My Account and Iron Mountain, an HCA contractor, will verify the documents

# SEBB Program Questions: Rate Sheets and Plan Designs

- Questions: Where, when, and how is the rate sheet going to be available? What is the plans geographic availability and what are the designs?
- Answers: All the medical plan information will be posted on the HCA website in early September and will be in the SEBB Enrollment Guide that will be mailed mid-Sept.

In the meantime, the medical plan information can be found in the [July 18, 2019 SEB Board meeting briefing book](#)

- Geographic availability can be found on pages 95 – 112
- Benefit design information can be found on pages 115 – 122
- Rates can be found on pages 129 - 132

# Next Steps

HCA will:

- Provide link to recorded webinar

SEBB organization responsibilities:

- Aug 16 - Aug 30: SEBB Organizations send test eligibility file through FUZE <https://www.fuzeqna.com/sebbperspay/membership/consumer/newuser.asp>
- By Aug 30: Make eligibility determinations
- 9/3 – 9/10: Manually enter or upload eligibility file to SEBB My Account