Quick Admin Enrollment Tool with Relaxed Waivers and Medical Tier
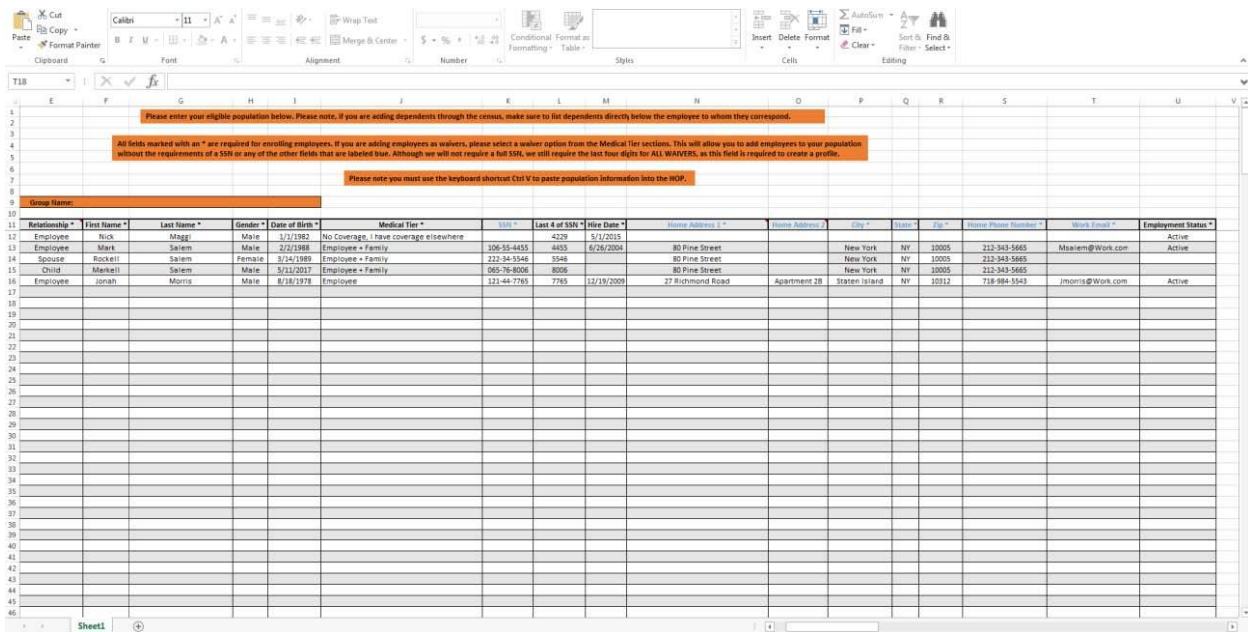
URL: http://www.healthpass.bswift.com
HealthPass Call Center: 888-313-7277

Quick Admin Enrollment with Relaxed Waivers and Medical Tier

The Quick Admin Enrollment Tool allows GAs and brokers to enroll all employees into their plans without the need to step through the impersonation process. This tool provides a simplified way to quickly enroll employee populations all on one page, making the entire application process faster and more efficient.

The new relaxed waivers feature allows the user to waive a member on the group census without requiring all demographic fields. Additionally, Medical Tier and corresponding dependent information can be entered here for an enrolling employee.

Using the Relaxed Waiver Tool

Enter the Company, Broker and GA information into the HOP in the same manner as usual.
Next, employee information can be entered directly into the Eligible Population grid in the HOP,
or via the Employee Census Information Template (available on the homepage of the HOP).

To designate an employee as a waiver in the eligible population grid, select one of the two waiver options in the Medical Tier dropdown box. For valid waivers, select **No Coverage, I have coverage elsewhere**. For invalid waivers, select **No Coverage, I do not have coverage elsewhere**. *(Fields in blue are not required for waivers)*

Relationship *	First Name *	Last Name *	Gender *	Date of Birth *	Medical Tier *	SSN *	Last 4 of SSN *	Hire Date *	Home Address 1 *	Home Address 2	City *	State *	Zip *	Home Phone Number *	Work Email *	Employment Status *
Employee	Nick	Maggi	Male	1/1/1982	No Coverage, I have coverage elsewhere		4229	5/1/2015								Active
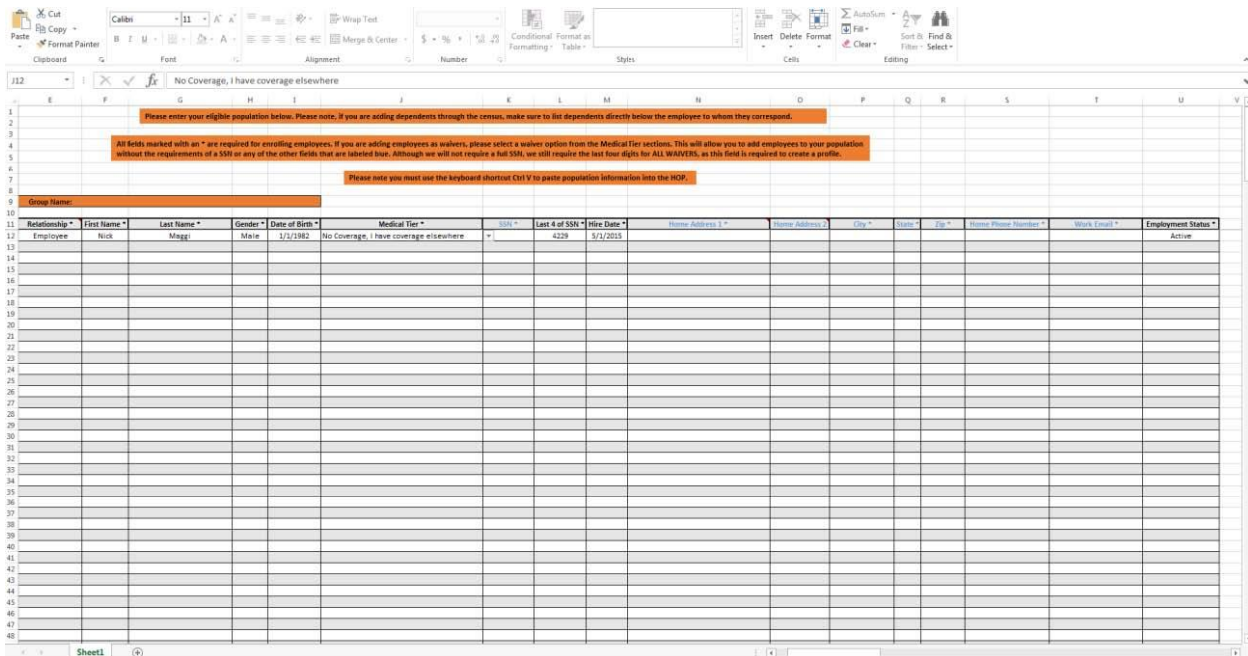
Medical Tier must be chosen on the Eligible Population grid for employees and all of their dependents.

PLEASE NOTE: When adding dependents, make sure to list the dependents directly below the employee to whom they correspond. Dependents do not require Work Email, Hire Date or Employment Status. Additionally, all employees with dependents MUST have the same medical tier (example- an employee with spouse and child(ren) must all have a **Medical Tier** designation of Employee+ Family).

Relationship *	First Name *	Last Name *	Gender *	Date of Birth *	Medical Tier *	SSN *	Last 4 of SSN *	Hire Date *	Home Address 1 *	Home Address 2	City *	State *	Zip *	Home Phone Number *	Work Email *	Employment Status *
Employee	Nick	Maggi	Male	1/1/1982	No Coverage, I have coverage elsewhere		4229	5/1/2015								Active
Employee	Mark	Salem	Male	2/2/1988	Employee + Family	106-55-4455	4455	6/26/2004	80 Pine Street		New York	NY	10005	212-343-5665	Msalem@Work.com	Active
Spouse	Rockell	Salem	Female	3/14/1989	Employee + Family	222-34-5546	5546		80 Pine Street		New York	NY	10005	212-343-5665		
Child	Markell	Salem	Male	5/11/2017	Employee + Family	065-76-8006	8006		80 Pine Street		New York	NY	10005	212-343-5665		
Employee	Jonah	Morris	Male	8/18/1978	Employee	121-44-7765	7765	12/19/2009	27 Richmond Road	Apartment 2B	Staten Island	NY	10312	718-984-5543	Jmorris@Work.com	Active

After the Eligible Population has been completely entered into the template, highlight all cells, right click and select copy (Or, simply hold CTRL + C). Next, paste the copied cells directly into the Eligible Population section of the HOP by selecting only the very first cell (on the top left) in the HOP grid and holding CTRL + V.
To complete this portion of the process click Save and Continue, select an HR Admin then finally select Submit Application.

Once Submit Application is selected, the Quick Admin Enrollment Tool will load. Continue enrolling members and complete the application as usual.