

HMSA ENROLL

Hawaii Medical Service Association

This screenshot shows the main dashboard for a user named Jane Smith. The interface includes a navigation bar with links for Home, Employees, Reports, HR Toolbox, Resource Center, and Setup. A search bar is located in the top right. The main content area displays a welcome message and a 'Your Tasks' section with a filter dropdown. Below this, there are two task categories: 'Personal' with 2 employees requiring more data, and 'Current Benefits' with 1 employee having a benefit offer. A 'Task Launcher' sidebar on the right provides quick access to actions like 'Add New Employee', 'Enroll Employee', 'Update Earnings', 'Add Dependent', and 'Cancel Dependent'.

This screenshot shows the dashboard for a user named John Anderson. It features a navigation bar and a search bar. The main content area displays a welcome message and a 'Current Benefits' section for a 'Medical Offer'. A 'Plan' section offers options to 'Select A Plan Offered By HMSA', including 'Preferred Provider Plan', 'Health Plan Hawaii', 'ComplMed', and 'Decline Coverage'. A 'Complete Enrollment' button is prominently displayed.

This screenshot provides a detailed view of the benefit information for John Anderson. It includes tabs for Summary, Personal, Work, and Benefits. The 'Tasks for this employee' section shows 'Sections Require Approval' with an 'Approve All' button, and 'Sections To Be Completed' with a 'Start' button. A 'Reports' section offers links for 'Employee Detail Report', 'Employee Benefit Summary Report', and 'History of Changes'. An 'Update Employee' section includes options to 'Terminate Employment' and 'Update Earnings/Salary'. Contact information for John Anderson is listed at the bottom.

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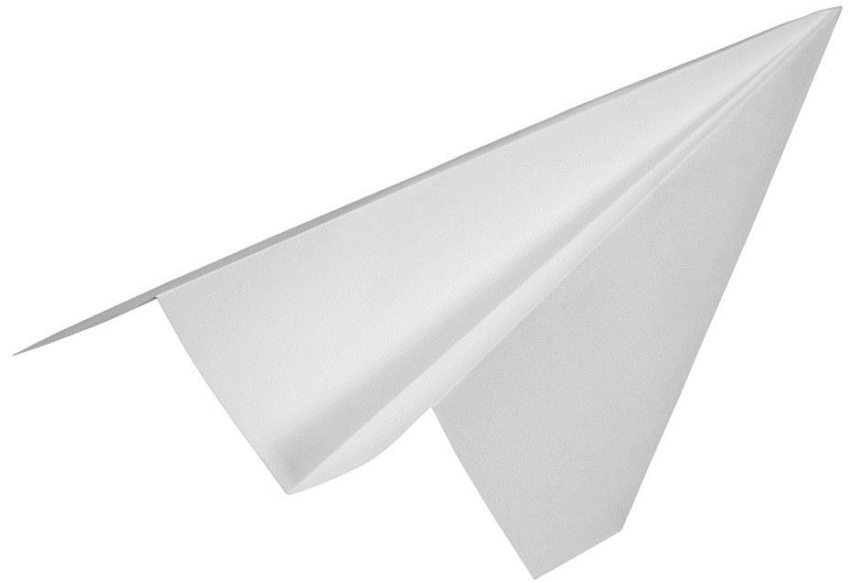
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What can HMSAenroll Do for You?

- Simplifies the enrollment experience at no cost
- Eliminate paper enrollment through a Web-based system
- Access benefit information 24/7
- Enforce business rules automatically
- Perform complex transactions easily through the Task Launcher and Wizards

Make Year-Round Changes Quickly & Easily

- New hire benefit elections
- New hire declinations
- Terminations
- Life event changes
- Address changes
- Rehires



Simplify Complex Transactions with Wizards

- New hires
- Employment terminations
- Rehires
- Category changes
- Multiple enrollment period transactions
- Dependent additions

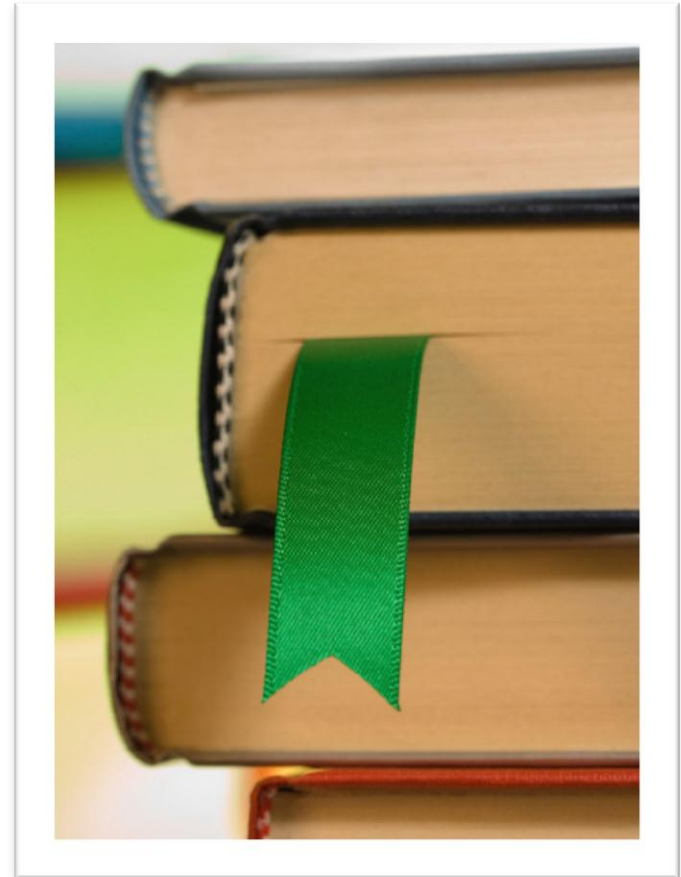


Enforce Eligibility and Coverage Rules

- Benefit packaging and eligibility
- Coverage level rules
- Life events or other off-cycle changes
- New hires, employment termination and rehires
- PCP and age restrictions

Business Rule Definition:

By carrier, benefit type, benefit plan and employee categories



User Roles



<i>HR Administrator</i>
Manage all employee's benefits
All Business Rules enforced
Administer new hire, open enrollment, and life event transactions
Improve data accuracy



<i>Employee</i>
Enroll in benefits
Make life event changes
Make changes to personal information
Access system 24 hours, 7 days a week

Eliminate Data Entry with Employee Self-Service

The image displays two overlapping screenshots of the HMSA ENROLL website. The top screenshot shows the 'Employee Home Screen' with a navigation bar containing 'MY HOME' and 'LEARNING CENTER'. A welcome message reads 'Welcome, John Andrews'. Below this is a banner for 'All Your Benefits.' featuring a group of five diverse people. The text next to the banner says: 'Welcome to online enrollment! Please complete your basic information and...' followed by two bullet points: '• We guide you through the process' and '• We're here to help with answers a...'. The bottom screenshot shows the 'Plan Selection' process. It features the 'HMSA ENROLL' logo and the 'Blue Cross Blue Shield of Hawaii' logo. The heading is 'Medical' and the instruction is 'Choose your plan.' There are three radio button options under 'Offered By HMSA': 'Preferred Provider Plan', 'Health Plan Hawaii', and 'CompMed'. Below these is a radio button option: 'I would like to decline coverage.' At the bottom, there are four buttons: 'Logout', 'Cancel', 'Save and return to menu', and 'Next' (highlighted in blue).

Employee Home Screen and Plan Selection

Support All Types of Enrollment Scenarios




MY HOME
MY BASIC INFORMATION
MY BENEFITS
LEARNING CENTER

Welcome, John Andrews



My Basic Information
View and edit personal information.



My Benefits
View and edit benefit information



My Login Information
Edit Password



Video Glossary
Confused by benefit terminology?




Medical Offer

Your benefit summary is shown below. To make changes, click Edit.

Medical	
Medical	Accepted <input type="button" value="Edit"/>
Plan	Preferred Provider Plan <input type="button" value="Edit"/>
Coverage Level	Employee Only <input type="button" value="Edit"/>
Your Cost: Not Available	
Dependents	None <input type="button" value="Edit"/>
Medicare	None <input type="button" value="Edit"/>
Additional Insurance	None <input type="button" value="Edit"/>
Effective Date	02/01/2011

Dental	
Dental	Accepted
Plan	Dental PPO <input type="button" value="Edit"/>
Coverage Level	Employee Only
Your Cost: Not Available	
Dependents	None
Additional Insurance	None <input type="button" value="Edit"/>
Effective Date	02/01/2011

Vision	
Vision	Accepted
Plan	Vision
Coverage Level	Employee Only
Your Cost: Not Available	

Pharmacy	
Pharmacy	Accepted
Plan	Prescription
Coverage Level	Employee Only
Your Cost: Not Available	

The HR Administrator



How to...

Manage an online To-Do list

Search for an Employee

Add an Employee

Enroll an Employee

Terminate an Employee

View Employee Reports

Manage and Organize Tasks Online

HMSA ENROLL

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Blue Shield
of Hawaii

Home Employees Reports HR Toolbox Resource Center Setup Help | My Account | Logout

Name or SSN Search

Welcome Jane Smith of HMSA Training Group

Your Tasks

Filter To-Do List Your Tasks

Your Tasks

Personal

2 Employees Require More Data

Current Benefits (View tasks per Benefit Offer)

1 Employee with Benefits Not Started

Refuse All

Approval Preferences

Task Launcher

- Add New Employee
- Enroll Employee
- Update Earnings
- Add Dependent
- Cancel Dependent
- Cancel Benefits
- Terminate Employment

Search Employees
Search and manage active, terminated, and retired employees

Group Information Report (pdf)
View Group Information Report

HR Administrator Home Screen

Search and View Employee Records

The image shows two overlapping screenshots of the HMSA ENROLL HR administrator interface. The top screenshot shows the home screen with a search bar and a callout box. The bottom screenshot shows the search results page with a callout box pointing to a specific employee record.

Search from the HR administrator home screen

Select an employee to view detailed information

Employee Search Results

Name	SSN
Doe, Jane	222-22-2222
Jones, Robyn	656-34-4322
Lewis, Jane	
Moore, Philip	
Morgan, Bryan	
Simpson, Lily	656-35-2431
Smith, Julie	333-33-3333
Smith, Kelly	645-34-1231
Smith, Mary	323-23-1213
Smith, Mary	555-44-5555

Key: Active Terminated COBRA Exception Retired Dependent

View Employee Homepage

HMSA ENROLL

Home **Employees** Reports HR Toolbox Resource Center Setup Help | My Account | Logout

Name or SSN Search

Anderson, John

Summary Personal Work Benefits

0-1234

Tasks for this employee

Sections Require Approval

Approve All

Work Approve

Personal Approve

Sections To Be Completed

Medical Offer - Section not started. Start

Update Employee

Terminate Employment

Update Earnings/Salary

Contact Information

Anderson, John
123 Main Street
Honolulu, HI 96800

Reports

Employee Detail Report Employee Benefit Summary Report History of Changes

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HR Administrator View – Employee Home Screen

Add an Employee

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of Hawaii

Home Employees Reports HR Toolbox Resource Center Setup Help | My Account | Logout

Name or SSN Search

Welcome Jane Smith of HMSA Training Group

Your Tasks

Filter To-Do List Your Tasks

Your Tasks

Personal
2 Employees Require More Data

Current Benefits (View tasks per Benefit Offer)
1 Employee with Benefits Not Started
Refuse All

Approval Preferences

Task Launcher

- Add New Employee
- Enroll Employee
- Update Earnings
- Add Dependent
- Cancel Dependent
- Cancel Benefits
- Terminate Employment

Search Employees
Search and manage active, terminated, and retired employees

Group Information Report (pdf)
View Group Information Report

HR Administrator Home Screen

Enter and Update Employee Demographics

Home Employees Reports HR Toolbox Resource Center Help | My Account | Logout

Name or SSN Search

Add New Employee

Personal Information

*SSN

*First / Middle / *Last

Address 1 / Address 2

City

State / Province

ZIP / Postal Code

Country Code

*Date of Birth

*Gender

Work Information

*Hire Date

Earnings
Include base salary only

Pay Frequency

Hours Worked per Week

Employer Assigned ID

Enroll Employees Online

The screenshot shows the HMSA ENROLL homepage for employee Anderson, John. The navigation bar includes Home, Employees, Reports, HR Toolbox, Resource Center, and Setup. A search bar is present with the text "Name or SSN". Below the navigation, the employee's name "Anderson, John" is displayed, followed by tabs for Summary, Personal, Work, and Benefits. The SSN "950331774 | 000-00-1234" is shown. The "Tasks for this employee" section includes "Sections Require Approval" with an "Approve All" button, and "Sections To Be Completed" with a "Start" button. The "Update Employee" section has buttons for "Terminate Employment" and "Update Earnings/Salary". The "Contact Information" section lists the employee's address: "Anderson, John, 123 Main Street, Honolulu, HI 96800".

Return to the employee's homepage and select "Start" to make benefit selections during open or initial enrollment.

The screenshot shows the HMSA ENROLL plan selection page for employee Anderson, John. The navigation bar is the same as the previous screenshot. The employee's name "Anderson, John" and SSN "950331774 | 000-00-1234" are displayed. The "Current Benefits" section is set to "Medical Offer". The "Plan" section includes a "Select A Plan Offered By HMSA" section with radio buttons for "Preferred Provider Plan", "Health Plan Hawaii", and "CompMed". There is also a "Decline Coverage" section with a radio button for "Decline coverage for this employee". A "Next" button is at the bottom right. A callout box with a green arrow points to the "Select A Plan" section with the text "Select an employee's plan".

Select an employee's plan

Review and Approve Employee Changes

The screenshot displays the HMSA ENROLL HR Administrator View for an employee named John Anderson. The interface includes a navigation menu with options like Home, Employees, Reports, HR Toolbox, Resource Center, and Setup. A search bar is present for finding employees by name or SSN. The main content area is divided into several sections:

- Employee Information:** Shows the employee's name (Anderson, John) and ID (950331774 | 000-00-1234). Navigation tabs for Summary, Personal, Work, and Benefits are available.
- Tasks for this employee:**
 - Sections Require Approval:** A green arrow points to the 'Approve' buttons for Work and Personal sections. An 'Approve All' button is also present.
 - Sections To Be Completed:** A 'Medical Offer - Section not started.' section with a 'Start' button.
- Update Employee:** Options to 'Terminate Employment' and 'Update Earnings/Salary'.
- Contact Information:** Address: Anderson, John, 123 Main Street, Honolulu, HI 96800.
- Reports:** Three report icons: Employee Detail Report, Employee Benefit Summary Report, and History of Changes.

Footer text includes: 'An independent licensee of the Blue Cross and Blue Shield Association', '© 2010 Hawaii Medical Service Association All rights reserved', 'Questions? Please call 1.843.375.4802 Monday through Friday 8:00 a.m. to 4:00 p.m.', and links for 'Terms of Use | Privacy Statement | Fraud Statement'.

Terminate Employment

1 Select "Terminate Employment" from Employee Homepage

The screenshot shows the HMSA ENROLL interface. At the top, there are navigation tabs: Home, Employees, Reports, and HR Tools. Below this, the employee's name 'Anderson, John' is displayed, along with tabs for Summary, Personal, Work, and Benefits. A 'Tasks for this employee' section includes 'Sections Require Approval' and 'Sections To Be Completed'. The 'Update Employee' section is highlighted with a green arrow pointing to the 'Terminate Employment' link. Other links include 'Update Earnings/Salary' and 'Contact Information'.

2 Enter date of termination - benefit end date will calculate automatically

The screenshot shows the 'Terminate Employment Step 1 of 2' form. It includes fields for 'Dates' (Employment Termination Date), 'Login' (Do you wish to disable the employee's login?), and 'Termination Reason' (What is the reason for termination?). A green arrow points to the 'Employment Termination Date' field. A 'Next' button is visible at the bottom right.

3 Select "Save and Go to Summary"

The screenshot shows the 'Terminate Employment Step 2 of 2' form. It includes fields for 'Employment Termination Date' (12/01/2009), 'Disable Login' (No), 'Termination Reason' (Termination - COBRA Eligible), and 'Cancel Current Elections' (2009 Medical Offer). A green arrow points to the 'Save and Go to Summary' button. A 'Cancel' button is also visible.

Create and View Comprehensive Reports

Select
“Reports” tab
on Homepage

The screenshot displays the HR Administrator Reporting interface. At the top, there is a navigation bar with tabs for Home, Reports, HR Toolbox, and Resource Center. The Reports tab is selected. To the right of the navigation bar, there is a search bar labeled "Name or SSN" and a "Search" button. Below the navigation bar, the main content area is titled "Reports". On the left side of the main content area, there is a "Report Categories" section with a list of categories: Popular, Benefit, Census, Administrative, Payroll, Transaction History, and HR Toolbox. The "Popular" category is selected and highlighted. On the right side of the main content area, there is a "Popular Reports" table with the following data:

Popular Reports	
Benefit summary	Includes cost and enrollment summary information for each plan and coverage level
Benefit detail	Includes cost and enrollment information for each covered person
Benefit refused / cancellation	Includes enrollment information for persons that refused or cancelled coverage
Employee Participation	Includes detailed information regarding employee participation
Employee census	Includes name, SSN, address, and date information for all employees
Dependent census	Includes basic information for dependent spouses and/or children; you have the option to show only dependents turning a particular age between dates that you specify
Terminated employees	Includes basic information for employees terminated between dates that you specify
To-Do list	Provides a list of items which requires attention
Active User Accounts	Includes details of current active user accounts

Provide Employee Confirmation

HMSA ENROLL

Home **Employees** Reports HR Toolbox Resource Center Setup

Help | My Account | Logou

Name or SSN Search

950331774 | 000-00-1234

View and print employee reports

- Detail reports
- Benefit summary reports
- History reports with time and date stamps

Sections To Be Completed
Medical Offer - Section not started. Start

Reports

- Employee Detail Report
- Employee Benefit Summary Report
- History of Changes

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Employee Benefit Summary Report

Jones, Michael Date Printed: 01/21/2010

Employee Benefit Summary Report **Sample Company**

Michael Jones Date of Hire: 01/15/2007
111 Main St Gender: Male
CHARLESTON, SC, USA 29414
Home Phone: 843-555-1212

Current Elections Semi-Monthly Employee Cost: \$100.00

Full Name	Relationship	Gender	Date of Birth
Michael Jones	Subscriber	Male	04/04/1970
<input checked="" type="checkbox"/> Your 2010 PPO Employee Only		Effective: 01/21/2010 Semi-Monthly Cost \$100.00	

Open Enrollment Elections Semi-Monthly Employee Cost: \$100.00

Full Name	Relationship	Gender	Date of Birth
Michael Jones	Subscriber	Male	04/04/1970
<input checked="" type="checkbox"/> Your 2011 PPO Employee Only		Effective: 01/21/2011 Semi-Monthly Cost \$100.00	

Key

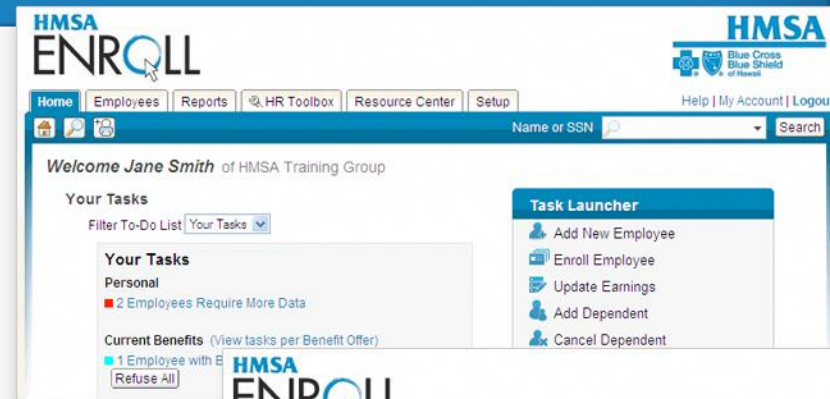
- Person is covered by the benefit
- The benefit coverage will be ending
- Person is no longer covered by the benefit

Ready to Get Started?

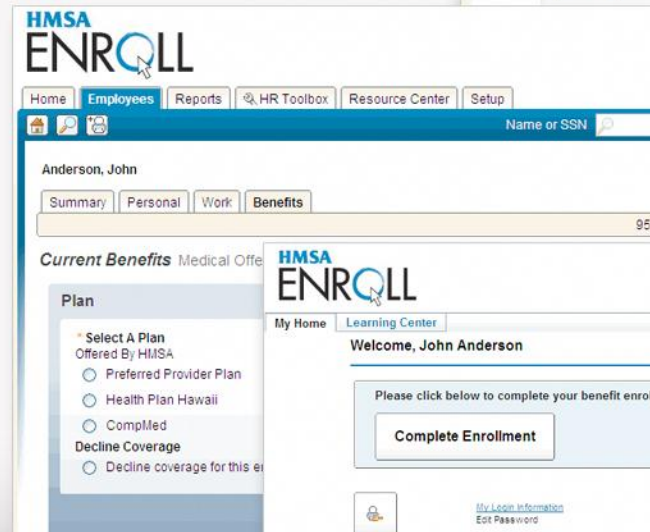
- Get Started
 - Visit <http://www.hmsaenroll.com/start/>
 - Click on **Ready to Get Started** and complete the form
 - A representative will contact you to schedule training
- Web-based Training
 - Attend the web-based training
 - Learn about the features of HMSAenroll
 - Receive answers to any questions you have about HMSAenroll
- Welcome to HMSAenroll!
 - You will receive an e-mail with instructions on how to create your user ID and password
 - A Welcome Kit will be sent to provide you with useful information to start using HMSAenroll
 - Use HMSAenroll to process all enrollment activities!

HMSA ENROLL

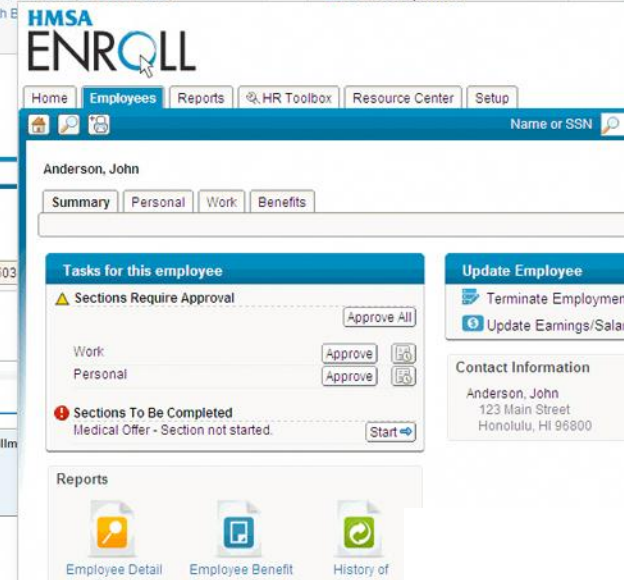
Hawaii Medical Service Association



This screenshot shows the HMSA ENROLL user interface for Jane Smith. The top navigation bar includes Home, Employees, Reports, HR Toolbox, Resource Center, and Setup. A search bar is located on the right. The main content area displays a welcome message for Jane Smith of the HMSA Training Group. Under "Your Tasks", there is a filter dropdown set to "Your Tasks" and a list of tasks: "Personal" with 2 employees requiring more data, and "Current Benefits" with 1 employee with a benefit offer. A "Task Launcher" sidebar on the right provides quick access to "Add New Employee", "Enroll Employee", "Update Earnings", "Add Dependent", and "Cancel Dependent".



This screenshot shows the HMSA ENROLL user interface for John Anderson. The top navigation bar is consistent with the previous screenshot. The main content area displays a welcome message for John Anderson and a "Complete Enrollment" button. Below this, there is a "Current Benefits" section for a "Medical Offer" and a "Plan" section with radio button options: "Select A Plan Offered By HMSA", "Preferred Provider Plan", "Health Plan Hawaii", "ComMed", and "Decline Coverage".



This screenshot shows the HMSA ENROLL user interface for John Anderson's benefits. The top navigation bar is consistent. The main content area displays a "Summary" tab for John Anderson. Under "Tasks for this employee", there are sections for "Sections Require Approval" (with an "Approve All" button) and "Sections To Be Completed" (with a "Start" button). A "Reports" section at the bottom features icons for "Employee Detail Report", "Employee Benefit Summary Report", and "History of Changes".