

Job Aid – Terminate Member Coverage

- From the **Member Benefit Maintenance** screen, select the **Terminate Coverage** link. The **Terminate Coverage** section appears.

Home > Member List > Member Detail > Member Detail

Member Benefit Maintenance

This page has options for you to edit a member's information, add dependents, terminate coverage and more. Every transaction will bring you to a review screen prior to submitting. When reviewing any changes, click the Back button to return to the previous page and edit information appearing incorrectly on the Review Page.

Service Date 01/28/2008
 Client Name ABC Corporation 0012347401

Members View Member Information Edit Address Edit Member Information Add Dependents **Terminate Coverage** Change Benefit Selection

Member Name	Relationship	Member Number	DOB	Gender	Apply to
SMITH, JASON	Self	123456789	02/28/1978	UNKNOWN	<input checked="" type="checkbox"/>

View Member Information

Member Name	Smith, Jason	Relationship	Self
Member Number	123456789	Student Status Code	Not a Student
DOB	02/28/1978	Disabled	N
Gender	UNKNOWN		

Address UNKNOWN 20 DOUGLAS DRIVE

Review

- By default, the subscriber and all dependents will be selected for termination.
 - To terminate the entire family, leave the checkboxes select.
 - Deselect any dependents that should not be terminated.
- In the **Current Subgroups** section, select the subgroup(s) where coverage should be terminated by selecting the .
- Enter the date coverage should end for each of the selected subgroups in the **Termination Date** field.
- Click **Review** to save the changes and return to the **View Member Information** screen.

Home > Member Eligibility Search > Member Eligibility List > Member Detail

Member Benefit Maintenance

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Service Date 11/02/2011
 Client Name ABC Corporation 0012347401

Members

Member Name	Relationship	Mem	Gender	Apply to
ALVIN ADDY	Child	9871	UNKNOWN	<input checked="" type="checkbox"/>
CLARICE ADDY	Child	9871	UNKNOWN	<input checked="" type="checkbox"/>
JAIMIE ADDY	Child	9871	UNKNOWN	<input checked="" type="checkbox"/>
DARRELL ADDY	Self	9871	UNKNOWN	<input checked="" type="checkbox"/>
DINA ADDY	Spouse	9871	UNKNOWN	<input checked="" type="checkbox"/>

Terminate Coverage

You will be given the opportunity to review any changes prior to submitting them.

Current Subgroups

Subgroup	Subgroup No	Line Of Business No	Eligibility Benefit Dates	Select	Termination Date*
ABC Corporation	0012347401		09/20/2010 -	<input type="checkbox"/>	

Cancel Request **Review**

By default the subscriber will be highlighted and all dependents will be checked off. If you do not wish to terminate the whole family, click the name of one of individuals you wish to terminate and then click the Apply To box next to each additional family member who should be terminated.