Library Guidelines

To locate documents in the library, just enter any search criteria into the corresponding input box and click Search.

PAI Document Library

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Please enter your search criteria below.

Search

Group [ ] Code [ ] Date Stamp [ ] Version [ ] Desc [ ]

Search

Group can be something other than a Group Number. If it's not group specific, then the following guidelines apply:

- Use **PAI** when it applies to self funded business.
- Use **LB** if the document only applies to all fully insured limited benefit business.
- Use the product name for documents applicable to specific products such as:
    - **HC** (Hospitality Care)
    - **EC** (Essential Care)
    - **CGAP** (Companion Life GAP Supplement Plans)
    - **ASGAP** (Alliance Secondary GAP Supplement Plans)
    - **SM** (Simply Med)
- Use the carrier specific acronym for items only applicable to that specific fully insured insurance carrier's products such as:
    - **ING** (ING Insurance Company)
    - **COMP** (Companion Life)
- Use **PHARM** if the document only applies to prescription drugs.

The result list will contain a "Select" link and, if present, a "View" link for notes. Selecting the "Select" link for a document will open the document for you to preview and the "View" link will open the notes in a popup window

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Please enter your search criteria below.

Search

Group SF   Code 025   Date Stamp [   ]   Version [   ]   Desc [   ]   [Search]

	Group	Code	Date Stamp	Ver	Desc	Type	Notes
Select	SF	025	20140513	1	HT57_COB_LTR	pdf	
Select	SF	025	20140513	1	HT58_ Mammography_Claims_Providers_Rev20130718	pdf	
Select	SF	025	20140513	1	HT60_HIPAA_HITECH_BusinessAssocAddendums	pdf	
Select	SF	025	20140513	1	HT61_Invalid_SSNUMID_IN_SYNCHRONY	pdf	
Select	SF	025	20140513	1	HT62_Provider_Type_Inquiry_Category	pdf	
Select	SF	025	20140513	1	HT64_ COB_PIGGYBACK_SOND_CLAIMS	pdf	

🟦 PAI Document Library - Note Preview - Windows Internet Explorer   ⬛🔲❌

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File   Edit   View   Favorites   Tools   Help

⭐ Favorites   🔵 PAI Document Library - Note Previ...   🏠 ▾ 🔊 ▾ 🖃 🖨️ ▾ Page ▾ Safety ▾ Tools ▾ 🔵 ▾

Sample note saved here.

Subsequent notes can always be added at a later time.

The toolbar above allows for **Bold**, *italic,* and underline, as well as for spell check. Press the "Save" icon in the toolbar to save the notes.

You can enter multiple search criteria to further limit your results. The description field will do a fuzzy search (your input in any part of the description) for the text you enter.

If you cannot remember a document code, you can click on the <u>Code</u> link which will pop-up a window with all the current valid document codes.
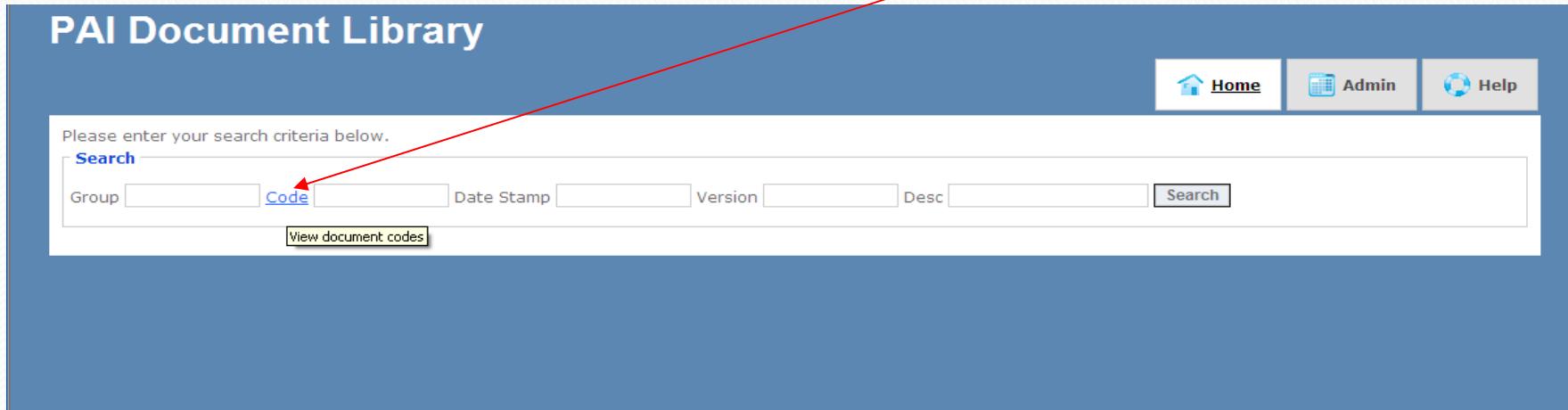
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Please enter your search criteria below.

Search

Group [ ] <u>Code</u> [ ] Date Stamp [ ] Version [ ] Desc [ ] [Search]

[View document codes]

Code	DocType
001	Ad
002	Agenda
003	Agent Appointment paperwork (Single Case agreement, W-9, applications)
004	Approval/sign off
005	Benefit Enrollment Guide
006	Binder (Combined materials)
007	Booklet
008	Brochure