# ease

## HEALTHPARTNERS

## INTEGRATION GUIDE

Broker notifies connectionssupport@ease.com of intent to use Electronic Enrollment (EDI)

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Broker notifies HP Account Manager of intent to use Electronic Enrollment (EDI) for new or renewing group*

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Sales Process Manager advises EaseCentral of Sales Rep name for applicable group and Advises Sales Rep and Admin Ops (AOD)

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**HealthPartners Account Manager**
Completes Checklist
Sends Completed Checklist to:
Broker
EaseCentral
AOD
Completes Sales Set-up
Exchange Code in CARS
& Launch GDF

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**Broker & EaseCentral** Completes set up in EaseCentral tool for EDI
Enters Group number, Site & Package Code
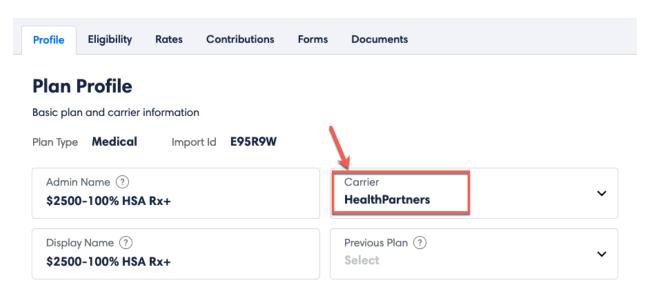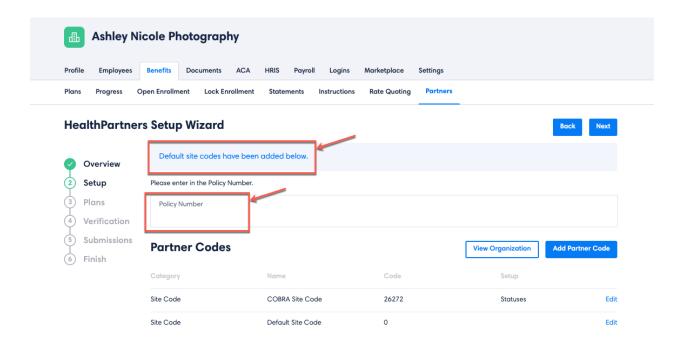On completion of Open Enrollment - submits EDI

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**HealthPartners Group Setup** Sets up group Electronic Enrollment (EDI) and upon membership load, releases applicable ID Cards and member materials
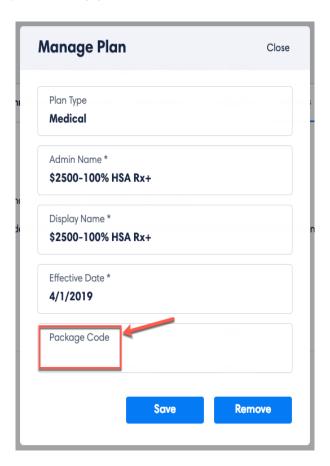
**Ease E-Submission Setup**

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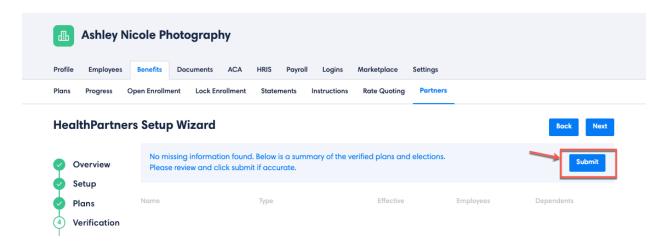- **In the Plan, HealthPartners would be assigned as the CARRIER.**



- **Go to the Company > Marketplace > EaseConnect, select HealthPartners (under EaseConnect) then Enable, then Get Started to launch Setup Wizard.**

- **If you do not see Enable button, please contact connectionssupport@Ease.com and request we enable this integration for you.**

- **On the Setup page, enter the policy number.**

- **Partner Codes will be used for all groups to map HealthPartners "Site Codes". Most groups use the default 2 partner codes, and these will be automatically added when going through the wizard. This is notated via a Blue Message box on the Setup screen, the first time it is opened.**

- **On the Plans page, click Configure next to your plan (right side) and enter the package codes provided by your HealthPartners Account Manager.**

- **On the Verification page, if there is any required information that's missing, it will be presented on this screen for you to address. If the group isn't missing any information, you can click the blue 'Submit' button, and it will automatically generate a submission for all active employees.**
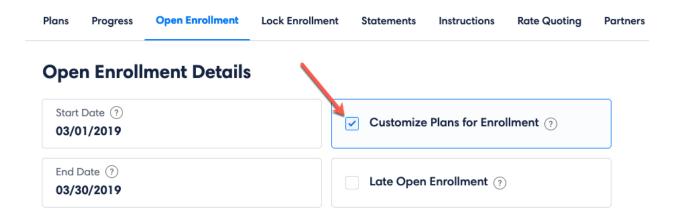


## Group Submission

**IMPORTANT:** When we send the file to HealthPartners, anyone who is a current member not included in the open enrollment file will be "termed by omission" and we will send them a cancellation letter informing them of their termination.
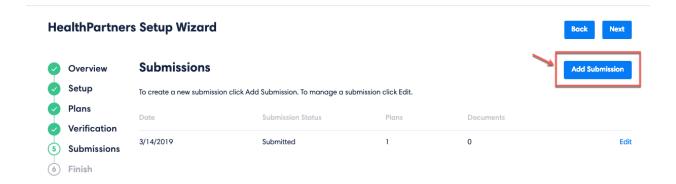
Once you have 100% complete enrollment from the employees, you are ready to go back to the **Benefits** > **Partners** page to submit your group to HealthPartners.

**Please note**: If you are using the 'Customize Plans?' box from the **Benefits** > **Open Enrollment** page, you will need to uncheck this before the submission.



Next, head to the **Submissions** page.

➔ Company > Benefits > Partners > Submissions > Add Submission

**HealthPartners Setup Wizard**                                    Back    Next

✓ Overview        **Submissions**                                  **Add Submission**

✓ Setup           To create a new submission click Add Submission. To manage a submission click Edit.

✓ Plans           Date              Submission Status      Plans        Documents

✓ Verification    3/14/2019         Submitted              1            0                    Edit

⑤ Submissions

⑥ Finish

➔ Submit to Partner

**HealthPartners Setup Wizard**                                    Back    Next

✓ Overview        **Submission**                          **Submit to Partner**    **Actions ⌄**

✓ Setup           Status  **Not Submitted**

✓ Plans

✓ Verification

⑤ Submissions

⑥ Finish

## Contact Us

If you need assistance or have questions, contact Customer Success at
connectionssupport@Ease.com or Schedule a Live Session.