

Terminate Employee Benefits (Employer)

Best Practices & Notes

Best Practices

- Timely submission of termination is key to terminating benefits as expected, proper claims processing, and correct billing.
 - If a late entry appears on a billing statement; generally, adjustments appear on the next invoice.

Notes

- Ease Reports, including Manage Changes, reference the benefit termination.
- If enrollments and changes are submitted to the carrier using EaseConnect or EaseConnect+, a termination is transmitted for specified benefits.
- When a plan is continued (renewed with pushed enrollment) for open enrollment, terminated benefits are marked as Waived.

Instructions

To automatically terminate due to employment change:

From Employee > Employment

1. Update information required in dialog box to include the change of hours, effective date and reason.
2. Click **Save**.

To terminate individual active benefits directly from employee enrollment:

From Employee > Benefits > Enrollments

1. Click "**X**" next to benefit.
2. Complete required information in dialog box.
3. Click **Terminate**.
 - Plan is displayed as **Terminated** with **Event Date**, **Date Coverage Terminated** and **Coverage Effective Through** date.

To terminate a group of benefits due to a qualifying life event:

From Employee > Benefits > Enrollments

1. Click **Actions**.
2. Choose **Terminate Benefits**.
3. Choose **Event** from drop menu.
4. Enter **Event Date** and **Details**.
5. Choose benefits to be terminated from drop menu.
6. Click **Terminate**.
 - Employee's benefits are terminated and termination is displayed in Employee > Benefits.

End of Procedure