**Overview:** BP-01.01.01.20 SB-12

**Description:** Process performed to determine an employee’s eligibility to participate in the exchange. This determination is based on having an employee and employer match at the time of eligibility or change.

**Association:** BP-01.01 Enrollment Process

**Roles & Responsibilities:**

|  |  |  |
| --- | --- | --- |
| **Actor** | **Responsibility** | **Handoff** |
| Employee | Reviews notice and determines appeal or reenrollmentaction |  |
| HBE | Determines employee/employer match and communicates results | Employee |

**Key Performance Indicators (KPI’s):**

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Purpose** | **Measure** |
| HBE system/s response | Monitor system performance and responsiveness | Near Time |
| Eligibility disposition | Determine out of the total applications how many are eligible and for those who are not what category of rejection do they fit in | Count |

**Revision History:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Action** | **Authorized By** |
| 2013-06-06 | Original | Andrew Laing |
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