**Overview: BP-01.01.01.16 SB-03 Determine Employer Eligibility**

**Description:** This process is performed to determine an employer’s eligibility to participate in a SB exchange.

**Association: BP-01.01 Enrollment Process**

**Roles & Responsibilities:**

|  |  |  |
| --- | --- | --- |
| **Actor** | **Responsibility** | **Handoff** |
| **Employer** | Review eligibility notice |  |
| **HBE** | Determine employer eligibility, notify CMS, prepare communication and send notice to employer, process determination, and create employer roster | **Employer, CMS** |
| **CMS** | Process determination of employer eligibility |  |

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

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Purpose** | **Measure** |
| TBD |  |  |
|  |  |  |

**Revision History:**

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