**Overview: BP-01.1.1.19 SB-11 Verify Data on Employee Eligibility Application**

**Description:** This process is performed to verify the accuracy of the information provided in the employee's application for eligibility of participation in a SB exchange. In the event that the data is not accurate, correction of employee application is required to proceed.

**Association: BP-01.1 Enrollment Process**

**Roles & Responsibilities:**

|  |  |  |
| --- | --- | --- |
| **Actor** | **Responsibility** | **Handoff** |
| **Employee** | Provide documentation, review notice of opportunity to correct eligibility application | **HBE** |
| **HBE** | Initiate communication, prepare communication, verify through documentation, and update account when employee identified as Indian. | **EMPLOYEE, TBD** |
| **TBD** | Verify whether employee is an Indian | **HBE** |

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

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Purpose** | **Measure** |
| HBE system/s response | Monitor system performance and responsiveness | Near-time |
| HBE Documentation Review | Monitor manual review of documentation | Days |

**Revision History:**

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| --- | --- | --- |
| **Date** | **Action** | **Authorized By** |
| 2013-06-04 | Original | Andrew Laing |
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