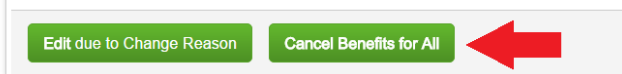


This is a 5 step process that will be outlined below:

1. Cancel benefits due to Reduction in Force
2. Change the category on the work tab to 12 Month RIF enrollee = YES
3. Enroll in benefits with the change reason of Enroll in 12 Month RIF
4. Place employee under 'Non Working'
5. Terminate member once RIF is canceled/completed

----- Step 1: Cancel benefits due to Reduction in Force -----

Cancel benefits due to Reduction in Force:



Use the appropriate life event

Current Benefits

2017 SHP Medical

Reason for Medical Change

You have selected to cancel the entire benefit and these a

Other on 09/25/2013 (09/25/2013)

Other on 11/08/2013 (11/08/2013)

- Select a new change reason--
- Death of employee
- Did not meet Medical eligibility requirements
- Employee reaches age 65
- FMLA Nonpay (Dependent)
- FMLA Subscriber Nonpay (Employee)
- FMLA Subscriber Requested Cancellation
- Family and Medical Leave (FMLA)
- Former Legislator
- Initial Enrollment
- Leave of Absence
- Loss of coverage due to non-payment
- Marriage (Dependent Child)
- Military Leave
- Now eligible for other coverage
- Other
- Reduction in Force**
- Reduction of hours
- Retirement
- Spouse reaches age 65
- Subscriber Requested Cancellation

Choose "reduction in force" as your reason:

Click [Next](#)

Enter yes, the date of event (in the recent case it is 03/16/17), and when you were notified about the event.

***Reason for Change**

You have selected a Reduction in Force change reason.

You are permitted to perform the following adjustments to your insurance coverage as a result of this life event:


- You can cancel your coverage.
- You are NOT permitted to change your plan.
- You are NOT permitted to change your coverage level.
- You CANNOT add any family members to your existing coverage.
- You can cancel coverage for any dependent.

Do you wish to continue with this change?

- Yes
 No

If yes, please enter the following:

Enter date of event* 

When were you notified about this life event?* 

[Previous](#) [Next](#)

Click [Next](#)

The benefit end date should populate correctly (end of the month)

Current Benefits

2017 SHP Medical

Reason for Change Reduction in Force on 03/16/2017

Medical Cancelled

End Date

Enter an end date.* 

Where Did This Date Come From? Non-Production Feature
show details...

[Next](#)

Next

Click

This page confirms the changes you just made. Click save

Current Benefits

2017 SHP Medical

You may edit this benefit by clicking on the section's corresponding Edit button.

Change Reason	Reduction in Force on 03/16/2017
Medical	Cancelled
End Date	03/31/2017

Cancel without Saving

Save

Save and Go to Benefits

Save

Click

This will show that you now have a pending approval

Sections Require Approval

2017 SHP Medical +v

-----Step 2: Change the Category to RIF 'Yes'-----

Step 2: Changing the Category

On the member's overview page, scroll down to the bottom until you see Categories and click the Edit button

Categories  Edit


12 month RIF enrollee / No

Agency / 1901

Eligibility / FT

Enter that category change date, change the 12 month RIF enrollee from No, or Not Assigned, to Yes

Change Categories

Effective Date of Category Change 
Last Category Change Effective Date 08/15/2016

Current Category Change

Category	Current Selection	New Selection
12 month RIF enrollee	No	<input type="text" value="Yes"/>
Agency	1901 - Public Safety	<input type="text" value="---No Change---"/>
Eligibility	FT - Full Time	<input type="text" value="---No Change---"/>

Click  and 

Step 3: Enroll in benefits with the change reason of Enroll in 12 Month RIF

Click  Benefit Details

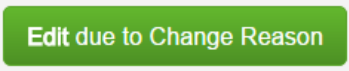
Click on Edit for the current medical plan that you just cancelled

2017 SHP Medical - Pending Approval



Medical - Account Nbr: S17001, Basic Code: CAREMARK, Benefit Option: MNO, Carrier Code: CAREMARK, Control Number: ZZ, Package: 8020, Package ID: 4EJP, Payroll Attribute 1: ENHC, Payroll Attribute 2: ESPH, Payroll Attribute 4: 01, Plan Coverage Code: 103, Standard 834 Attribute 01: 0274, Standard 834 Attribute 02: NCBF, Standard 834 Attribute 03: BENEFITFOCUSMHP, Standard 834 Attribute 05: BENEFITFOCUSMHP, Standard 834 Attribute 06: S17001, Standard 834 Attribute 11: 003, Standard 834 Attribute 13: 520438788, Tier Code: SNG3
Status: Cancelled
Change Reason: Reduction in Force on 03/16/2017

-----Step 3 Enroll in 12 Month RIF-----

Click on  and select Enroll in 12 Month RIF

Current Benefits

2017 SHP Medical

Reason for Medical Change

You are making a change to benefit elections. Why are you making this change?

- Other on 09/25/2013 (09/25/2013)
- Other on 11/08/2013 (11/08/2013)
- Category Change on 04/01/2017

Enroll in 12 Month RIF

--Select a new change reason--

- Adoption
- Birth
- Category Change
- Comprehensive Wellness Initiative
- Court order
- Enroll in 12 Month RIF**
- Guardianship or legal custody of a child
- Initial Enrollment
- Loss of other coverage
- Marriage (Employee)
- New student status
- Newly Eligible for Coverage
- Other
- Return from Family and Medical Leave (FMLA)
- Return from leave of absence
- Return from military leave
- Significant change in cost of existing benefits
- Subscriber Requested Addition

Details

Next

Click

Make sure to enter the date to ENROLL in the 12 month RIF = so the date you want the benefits to begin:

You are permitted to perform the following adjustments to your insurance coverage as a result of this life event:


- You CANNOT cancel your coverage.
- You are permitted to change your plan.
- You may change your coverage level.
- You can add dependents to your existing coverage.
- You CANNOT cancel coverage for any dependents at this time.

Do you wish to continue with this change?

Yes

No

If yes, please enter the following:

Enter date to Enroll in 12 month Reduction in Force (RIF)* 

When were you notified about this life event?* 

Previous

Next

Click 

Change the medical by clicking the edit button next to where it says Canceled

Current Benefits

2017 SHP Medical

You may edit this benefit by clicking on the section's corresponding Edit button.

Change Reason	Enroll in 12 Month RIF on 04/01/2017	
Medical	Cancelled	
End Date	03/31/2017	

Cancel without Saving

Save

Save and Go to Benefits



Proceed electing the member's benefits that were previously elected.

Remember to approve any pending tasks. If this is not done, the new enrollment will not send over to the Carrier.

Next step is to ensure the member is labeled as Non-Working

----- Step 4 Label as Non-Working -----

Click Edit next to Employee Profile section on employee's Overview page

Employee profile  Edit 

First Name:
Middle Name:
Last Name:
Date of Birth:
SSN:
Blue Cross and Blue Shield of North
Carolina Alternate ID:
Employer Assigned ID:
Benefitfocus OID:
Gender:
Race:

Scroll down to Work Information Section, select the box next to 'Non-Working'

Work Information

Dates

Hire Date* 

Adjusted Service Date 

Retired Employee

Non-Working

Save

Scroll to the bottom of the page and click

The member will now display Non-Working in red, in the top left corner of the page



The member is responsible for notifying the agency if they have obtained insurance under another group while in SHP-RIF coverage

EEnroll currently has the functionality to automatically cancel the RIF medical coverage 24 hours prior to the RIF planned expiration date.

Once the medical benefits have been canceled, it is the Agencies responsibility to terminate the member

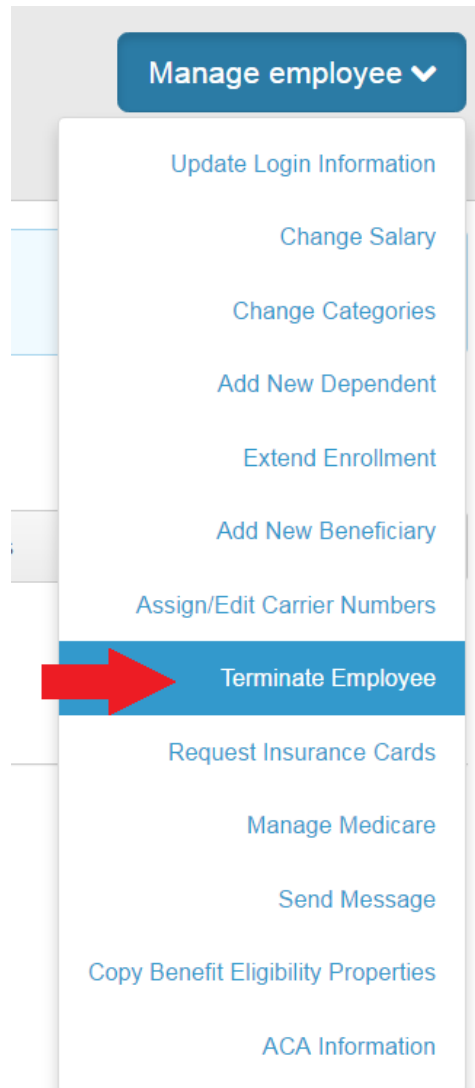
----- Step 5 Terminate Employee -----

Confirm that all benefits reflect the correct cancellation date of benefits



Click  at the top right of the employee's profile

Click Terminate Employee in drop down



It is best practice to terminate the member the same date as the last day of RIF medical coverage.