

# Renewing your Health Coverage Through DC Health Link

**Who is this guide for?** Employers who are renewing their group coverage through DC Health Link. These employers currently offer coverage to their group through DC Health Link. The renewal benefit package is available 90 days before the plan year renewal date.

**Step 1:** Navigate to your employer account homepage. Your homepage will indicate “Renewing draft”.

## My Health Benefits Program

Employee Enrollments and Waivers ?

9 out of 10 have enrolled or waived coverage  
0 or more needed by February 13th, 2016 to meet minimum requirement

**Important:** You have until February 13th, 2016 for your employees to sign up, or waive coverage.

### PLAN YEAR

ENROLLMENT PERIOD	February 1st, 2016 - February 13th, 2016	Status
COVERAGE YEAR	March 1st, 2016 - February 28th, 2017	<b>Renewing draft</b>

### BENEFIT GROUP: DC LOCATION (2016)

[View Details](#) ▼

ELIGIBILITY	First of month following 60 days		
PLANS BY	All plans from a single carrier		
REFERENCE PLAN	KP DC Platinum 0/20/Dental/Ped Dental		
TYPE	METALLIC LEVEL	CARRIER	ID
HMO	Platinum	Kaiser	56185528547265 3595281201

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**Step 2:** Click on the “Benefits” tab. If you click “View Details,” you can see the employer’s estimated monthly cost. This provides a quote from the information on the “Employees” tab.

My DC Health Link  
Employees  
Benefits  
Brokers  
Documents  
Billing  
Inbox 0

DC Deli  
Update Business Info  
View Enrollment Reports  
MY EMPLOYEES: 5

**Make changes or publish the same offerings**

## Benefits - Coverage You Offer

### RENEWING DRAFT Plan Year for 2016

**BENEFIT PACKAGE:** STANDARD (2016)

★ COVERAGE YEAR July 1st, 2016 - June 30th, 2017  
ELIGIBILITY First of the month following or coinciding with date of hire

REFERENCE PLAN BLUEPREFERRED PPO PLATINUM 0 CARRIER CareFirst TYPE PPO METAL LEVEL Platinum PLANS BY All Plans From A Single Carrier

View Details

Publish Plan Year Edit Plan Year

If you wish to keep your coverage offerings (new hire eligibility rule, employee choice offering, reference plan, premium contribution, and dependent group offerings) the same for the upcoming plan year then you can select “Publish Plan Year.” After publishing please proceed to **Step 12**. If you wish to make changes to any of your coverage offerings, select “Edit Plan Year” and proceed to **Step 3**.

**Note:** Employers who do not publish the plan year by the deadline [hyperlink] will be auto-published unless otherwise indicated to DC Health Link.

**Note:** If no changes are made to the renewing plan year, employees that take no action during the employee renewal open enrollment period will be automatically re-enrolled into the plan equivalent of their current plan for the upcoming plan year.

**Step 3:** Edit the open enrollment dates if needed and update the number of full time, part-time, and Medicare second payers workers.

## Edit Plan Year

When would you like your coverage to start? (in the next 90 days) ?

July 2016 - END ON 06/30/2017

Select your open enrollment dates ?

OPEN ENROLLMENT START DATE 05/01/2016 OPEN ENROLLMENT END DATE 06/13/2016

Add the total number of employees in your workforce

FULL TIME EMPLOYEES 5 PART TIME EMPLOYEES 0 MEDICARE SECOND PAYERS 0

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**Step 4:** Edit the renewal package name if desired, as well as the new hire eligibility rule.

### Benefit Package - Set Up

NAME YOUR BENEFIT PACKAGE Standard (2016)
WHEN SHOULD NEWLY HIRED EMPLOYEES START THEIR COVERAGE? First Of The Month Following Or Coinciding With Date Of Hire
<div style="border: 1px solid #ccc; margin-top: 5px;"> <p>First of the month following or coinciding with date of hire</p> <p>First of the month following 30 days</p> <p>First of the month following 60 days</p> </div>

**Step 5:** Configure your premium contributions and eligible dependent groups. If you click “Employee Detail Costs”, a breakdown of employee costs based on the employee roster information will display.

### Health - Edit Benefit Package

Let's start by creating a benefit package. As you complete the fields below, you can scroll up or down to change your choices at any time to see how it impacts your costs.

[Employee Detail Costs](#)

OFFERED ?		EMPLOYER CONTRIBUTION ?
<input checked="" type="checkbox"/> Employee	50	 50%
<input checked="" type="checkbox"/> Spouse	50	 50%
<input checked="" type="checkbox"/> Domestic Partner	50	 50%
<input checked="" type="checkbox"/> Child Under 26	50	 50%

<b>BLUEPREFERRED PPO PLATINUM 0</b>			<a href="#">Change Reference Plan?</a>
<b>Type</b> PPO	<b>Carrier</b> CareFirst	<b>Metal Level</b> Platinum	<b>Network</b> Nationwide
Your Estimated Monthly Cost	Estimated monthly cost including all roster employees	<b>Min</b> \$220.15	<b>Max</b> \$225.30
\$1,121.35			

[Configure which plans you're offering your employees](#)

[View Plan Summary](#)

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**Step 6:** To edit your reference plan and employee plan offerings, click “Configure which plans you’re offering your employees” and select your employee choice model (BY CARRIER, BY METAL LEVEL, or SINGLE PLAN). Then select your reference plan.

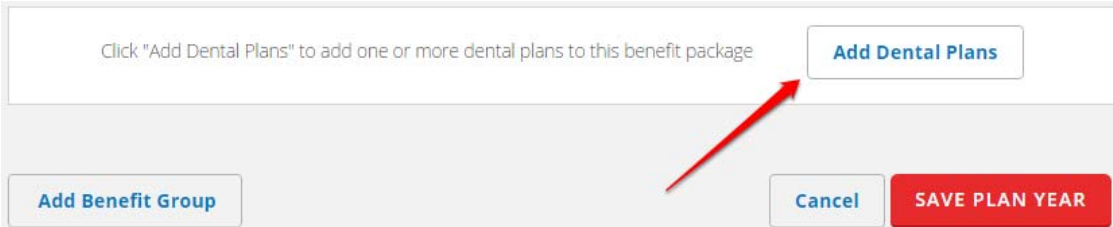
[Configure which plans you're offering your employees](#)

[View Plan Summary](#)

### Select Which Dental Plans to Offer

Employers have the option to offer dental coverage to their employees through DC Health Link. Employers are not required to offer dental coverage, but must offer health coverage if they wish to offer dental benefits. Employers can choose one product, all products from an insurance company, or any combination of products and insurance companies to make available to employees. Employers are not required to contribute towards dental premiums, and minimum participation of 2/3<sup>rd</sup>s of employees is not required.

**Step 7:** If you would like to offer dental benefits to your employees, click “Add Dental Plans” at the bottom of your benefits package page.



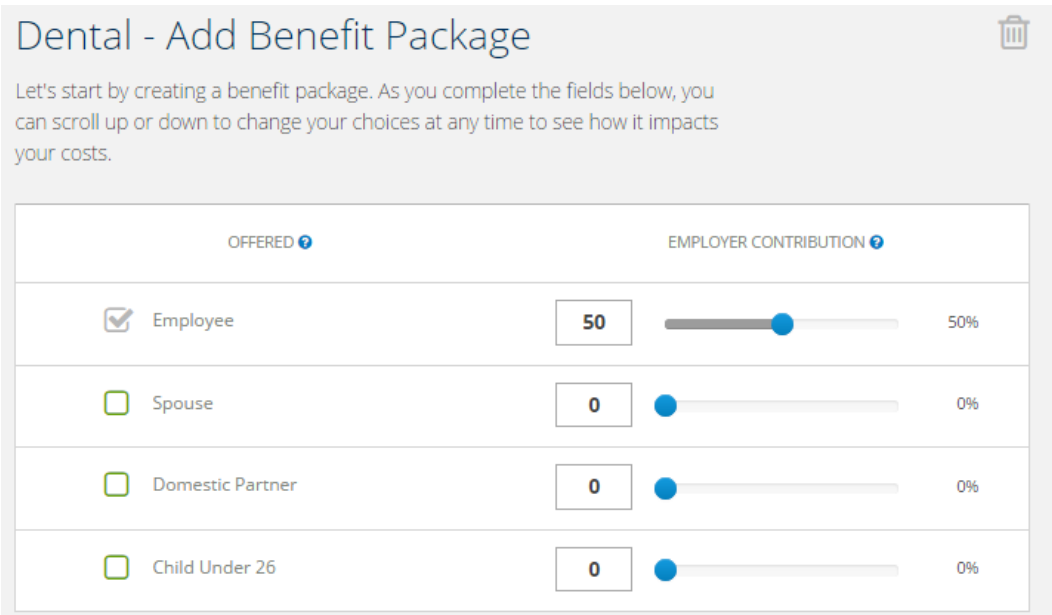
Click "Add Dental Plans" to add one or more dental plans to this benefit package

[Add Dental Plans](#)

[Add Benefit Group](#) [Cancel](#) [SAVE PLAN YEAR](#)

A red arrow points to the "Add Dental Plans" button.

**Step 8:** Next, check the types of family members that are eligible for dental coverage and select how much you want to contribute towards premiums for each type of enrollee.



### Dental - Add Benefit Package

Let's start by creating a benefit package. As you complete the fields below, you can scroll up or down to change your choices at any time to see how it impacts your costs.

OFFERED	EMPLOYER CONTRIBUTION
<input checked="" type="checkbox"/> Employee	50  50%
<input type="checkbox"/> Spouse	0  0%
<input type="checkbox"/> Domestic Partner	0  0%
<input type="checkbox"/> Child Under 26	0  0%

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**Step 9:** Just below, select the plan offering by clicking the button on the left of your selection. If you click 'CUSTOM' you will have the option to choose which dental plans to offer and if you click 'BY CARRIER' you will need to select the carrier.

### Edit Your Dental Plan Offering

Select which plans your employees will choose from.

CUSTOM  BY CARRIER

**Step 10:** On the same page, select your reference plan by clicking the button to the left of the plan you choose.

After selecting offered plans, click "Select Reference Plan" [Select Reference Plan](#)

### Select Reference Plan

The reference plan is used to cap employer costs. You'll choose a reference plan. Then, your contribution towards employee premiums will be applied to the reference plan you choose regardless of which plans your employees select.

<input type="radio"/> Access PPO Basic TYPE: PPO CARRIER: DOMINION LEVEL: HIGH NETWORK: NATIONWIDE	<input type="radio"/> Access PPO Premium TYPE: PPO CARRIER: DOMINION LEVEL: HIGH NETWORK: NATIONWIDE	<input type="radio"/> BlueDental Preferred TYPE: PPO CARRIER: CAREFIRST LEVEL: HIGH NETWORK: DC METRO
<input type="radio"/> BlueDental Traditional TYPE: PPO CARRIER: CAREFIRST	<input type="radio"/> Delta Dental PPO Basic Plan for Families for Small Businesses TYPE: PPO	<input type="radio"/> Delta Dental PPO Preferred Plan for Families for Small Businesses TYPE: PPO

**Step 11:** Click "SAVE PLAN YEAR" to save your plan offerings.


[Add Benefit Group](#) [Cancel](#) [SAVE PLAN YEAR](#)


# Renewing your Health Coverage Through DC Health Link

**Step 12:** Publish the Renewal Plan Year (this will reflect on this page as well as on your employer account homepage).


## RENEWING DRAFT Plan Year for 2016

**BENEFIT PACKAGE:** STANDARD (2016)

 **COVERAGE YEAR** July 1st, 2016 - June 30th, 2017  
**ELIGIBILITY** First of the month following or coinciding with date of hire

**HEALTH** [View Details](#) 

REFERENCE PLAN	CARRIER	TYPE	METAL LEVEL	PLANS BY
BLUEPREFERRED PPO GOLD 1500	CareFirst	PPO	Gold	All Plans From A Single Carrier

**DENTAL** [View Details](#) 

REFERENCE PLAN	CARRIER	TYPE	METAL LEVEL	PLANS BY
BlueDental Traditional	CareFirst	PPO	High	All Plans From A Single Carrier

[Publish Plan Year](#) [Edit Plan Year](#)

On the “Benefits” tab you will see:

Plan Year successfully published. 

## Benefits - Coverage You Offer

 **RENEWING PUBLISHED Plan Year for 2016**

On the “My DC Health Link” employer account homepage you will see:

## PLAN YEAR

ENROLLMENT PERIOD	May 1st, 2016 - June 13th, 2016	Status
COVERAGE YEAR	July 1st, 2016 - June 30th, 2017	<b>Renewing published</b>

## Renewing your Health Coverage Through DC Health Link

**Step 13:** Manage your employee’s renewal open enrollment through your employee roster.

Employee Name	DOB	Hired	Status	Benefit Package	Renewal Benefit Package	Enrollment Status	Renewal Enrollment Status	
Marsha Alexandra	01/22/1962	06/26/2015	Employee Role Linked	Dc location	Dc location (2016)	Coverage Selected (Health)	Coverage Renewing (Health)	 
Dominic Cutler	05/13/1971	05/27/2013	Employee Role Linked	Dc location	Dc location (2016)	Coverage Selected (Health)	Coverage Renewing (Health)	 
Chet Elizabeth	07/02/1975	06/22/2015	Employee Role Linked	Dc location	Dc location (2016)	Coverage Waived (Health)	Coverage Waived (Health)	 
Bert Franklin	03/05/1956	01/05/2015	Employee Role Linked	Dc location	Dc location (2016)	Coverage Waived (Health)	Coverage Waived (Health)	 
Mark Gerald	11/22/1974	03/11/2014	Employee Role Linked	Dc location	Dc location (2016)	Coverage Selected (Health)	Coverage Selected (Health)	 

Renewal Enrollment Status:

- Coverage Renewing- Employee is set to auto renew into the renewal version of their current plan.
- Coverage Selected – Employee has actively chosen a plan for the renewal plan year.
- Coverage Waived – Employee is waiving coverage either actively or automatically for the renewal plan year.

**Note:** For more information on managing your employee roster, view the information provided in the link below.

<https://dchealthlink.com/sites/default/files/v2/forms/Employers-Managing-Your-Employee-Roster.pdf>

**Step 14:** Click “View Enrollment Reports” to see the enrollment report for the following month. Please note that this is not an invoice and only shows enrollments one month out.

