

通过 DC Health Link (哥伦比亚特区健康保险网站)


对您的健康保险进行续保

该指南的目标读者是谁？正通过 DC Health Link 对其员工团体保险进行续保的雇主。这些雇主目前通过 DC Health Link 为其员工团体提供保险。续保福利待遇可在计划年度续保日期前 90 天获得。

步骤 1: 转至您的雇主账户主页。您的主页上会显示“续保草稿”。

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	Renewing draft

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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步骤 2: 点击“福利”标签。若点击“查看详情”，则可查看雇主每月的估计费用。此费用引自于“员工”标签上的信息。

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

如果您希望在下一计划年度继续提供相同的保险福利（新员工资格规定、提供员工选择、参考计划、保费缴纳和家属团体福利），那么之后您可以选择“发布计划年度”。发布后，请继续进行**步骤 12**。如果您想对任何保险福利做出更改，请选择“编辑计划年度”并继续进行**步骤 3**。

注意: 若雇主在截止期限 [hyperlink] 前未发布计划年度，则将自动发布到 DC Health Link，除非另有说明。

注意: 若未对续保计划年度做出任何更改，则在员工续保开放注册期期间未采取任何行动的员
工将在下一计划年度自动重新注册加入与其当前计划等同的计划。

步骤 3: 若有需要，编辑开放注册日期并更新全职员工、兼职员工以及 Medicare 第二付款人的员工的数量。

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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步骤 4: 若有需要, 编辑续保项目名称以及新员工资格规定。

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
First of the month following or coinciding with date of hire
First of the month following 30 days
First of the month following 60 days

步骤 5: 配置您的保费缴纳金额和符合资格的家属团体。如果您点击“员工详细费用”，将显示基于员工名单信息的员工费用明细。

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%

BLUEPREFERRED PPO PLATINUM 0 Change Reference Plan?			
Type	Carrier	Metal Level	Network
PPO	CareFirst	Platinum	Nationwide
Your Estimated Monthly Cost	Estimated monthly cost including all roster employees	Min	Max
\$1,121.35		\$220.15	\$225.30

Configure which plans you're offering your employees

[View Plan Summary](#)

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步骤 6: 若要编辑您的参考计划和要提供的员工计划，请点击“配置要为您的员工提供哪些计划”并选择您的员工选择模式（按保险公司、按金属等级或是单个计划）。然后选择您的参考计划。

Configure which plans you're offering your employees

[View Plan Summary](#)

选择要提供哪些牙科保险计划

雇主可以选择通过 DC Health Link 向其员工提供牙科保险。雇主并非必须提供牙科保险，但若其希望提供牙科保险福利，则必须提供健康保险。雇主可以选择一家保险公司提供的一种产品、全部产品或任何产品和保险公司组合，从而向员工提供。雇主无需缴纳牙科保险保费，也无需至少三分之二的员工参与。

步骤 7: 如果您希望为您的员工提供牙科保险福利，请点击您福利待遇页面底部的“添加牙科保险计划”。

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](#)

步骤 8: 接下来，检查符合牙科保险资格的家庭成员类型，并选择您想为每一类参保者缴纳多少保费。

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	<input type="text" value="50"/>	<input type="range" value="50%"/> 50%
<input type="checkbox"/> Spouse	<input type="text" value="0"/>	<input type="range" value="0%"/> 0%
<input type="checkbox"/> Domestic Partner	<input type="text" value="0"/>	<input type="range" value="0%"/> 0%
<input type="checkbox"/> Child Under 26	<input type="text" value="0"/>	<input type="range" value="0%"/> 0%

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步骤 9: 就在下方，通过点击选项左侧的按钮，选择要提供的计划。若点击“自定义”，则您可以选择要提供哪些牙科保险计划，若选择“按保险公司”，您将需要选择保险公司。

Edit Your Dental Plan Offering

Select which plans your employees will choose from.

CUSTOM

BY CARRIER

步骤 10: 在同一页面上，通过点击所选计划左侧的按钮，选择您的参考计划。

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.

Access PPO Basic
TYPE: PPO
CARRIER: DOMINION
LEVEL: HIGH
NETWORK: NATIONWIDE

Access PPO Premium
TYPE: PPO
CARRIER: DOMINION
LEVEL: HIGH
NETWORK: NATIONWIDE

BlueDental Preferred
TYPE: PPO
CARRIER: CAREFIRST
LEVEL: HIGH
NETWORK: DC METRO

BlueDental Traditional
TYPE: PPO
CARRIER: CAREFIRST

Delta Dental PPO Basic Plan for Families for Small Businesses
TYPE: PPO

Delta Dental PPO Preferred Plan for Families for Small Businesses
TYPE: PPO

步骤 11: 点击“保存计划年度”以保存您要提供的计划。

Add Benefit Group

Cancel

SAVE PLAN YEAR


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步骤 12: 发布续保计划年度 (将在此页及您的雇主账号主页上体现。)


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](#)

在“福利”标签上，您将看到：

Plan Year successfully published. 

Benefits - Coverage You Offer

 **RENEWING PUBLISHED Plan Year for 2016**

在“我的 DC Health Link”雇主账户主页上，您将看到：

PLAN YEAR

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

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步骤 13: 通过员工名单管理您的员工续保开放注册。

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)	 

续保注册状态:

- 保险续保- 将员工设定为自动重新加入其当前计划的续保计划版本。
- 已选择保险 – 员工已主动为续保计划年度选择一项计划。
- 已放弃保险 – 员工主动或自动放弃为续保计划年度选择保险。

注意: 有关管理员工名单的更多信息, 请查看“雇主管理员工名单”指南中提供的相关信息。在 dchealthlink.com 网站上菜单“获得帮助”/“表格及资源”中寻找用户指南。

步骤 14: 点击“查看注册报告”, 查看下一个月的注册报告。请注意, 此报告并非发票, 其只显示一个月的注册情况。

