

Key Functionality | Add Member

DELTA DENTAL | Benefit Manager Toolkit © | RED DELICIOUS | SIGN OUT

Manage Eligibility

Member **Add Member**

Payer: [Dropdown]

Group ID: [Text] * This field is required

Subgroup ID: [Text]

As Of Date: [Date Picker] 08/04/2021

Group Name: [Text] * This field is required

Subgroup Name: [Text]

Active

RESET SEARCH

To **Add a Member** begin by navigating to the **Add Member** tab within the **Member Eligibility** section and input the desired **Group ID** or **Group Name** and press **Search**.

The currently selected Group is displayed below. Clicking this Group Name brings a user back to the Group selection page

RESET SEARCH

Group: DDPMI 10642 Ben & Jerry's

Select	Subgroup ID	Subgroup Name	Status	Effective Date
<input type="radio"/>	0004	Ben & Jerry's	ACTIVE	01/01/2021
<input type="radio"/>	0003	Ben & Jerry's	ACTIVE	01/01/2021
<input type="radio"/>	0002	Ben & Jerry's	ACTIVE	01/01/2021
<input type="radio"/>	0001	Ben & Jerry's Seasonal	ACTIVE	01/01/2021

Total Subgroup Record's Found: 4

SHOW MORE

Once you search by a **Group ID** or **Name**, matching Groups will appear below. Select the desired **Group** for the new Member.

After a **Group** is selected, the applicable **Subgroups** will appear. You will then select the **Subgroup** in which they wish to add the new Member.

RESET SEARCH

Group: DDPMI Ben & Jerry's 10642 | Subgroup: Ben & Jerry's Seasonal 0001

Specify Member

Member ID: [Text] * This field is required

Confirm Member ID: [Text] * This field is required

SUBMIT

After a **Group** and **Subgroup** are selected, you will then need to enter a Member ID for the new Member.

Key Functionality | Add Member (continued)

1 Enter all required information, displayed with red, and select **Save Changes**.

2 When the process is complete, the user will be brought to the newly created **Member's Profile** page.

Plan Details
 Payer: DDPH | Group Type: Group | Benefit Period: 01/01/2021 - 12/31/2022
 Plan: Delta Dental PPO (Standard)

Group
 Group ID: 10642 | Subgroup: 0001 | Contract: 01/01/2021 - 12/31/2022
 Group Name: Ben & Jerry's | Subgroup Name: Ben & Jerry's Seasonal | Service Type: Dental
 Effective Date: 01/01/2021 | Effective Date: 01/01/2021 | Enrollment Type: Dependent Eligibility Reporting
 Group Health Plan Cert: No | Group Health Plan Cert: No | Status: Active | Restriction Type: No Restriction
 ID Card: 362 | ID Card: No | Credit Date Type: -

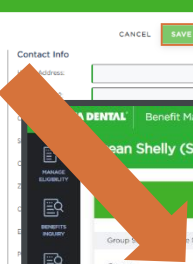
Member Details

Personal Info
 Prefix: - | Last Name: [Red Box] | First Name: [Red Box] | Date of Birth: [Red Box]

Eligibility
 Member Type: Subscriber | Eligibility Status: ACTIVE | Reason: New enrollment | Hire Date: mm/dd/yyyy | Eligibility Effective Date: [Red Box] | Received Date: 08/04/2021

Contact Info
 Address: [Red Box]

Member ID Numbers
 Member ID: 08042022



Family Enrollment
 Coverage Type: Subscriber Only

Member ID	Name	DOB	Member Type	Status	Eligibility Effective Date	Special Attribute	Merged
****022 (View)	Ocean Shelly	01/04/1987	Subscriber	ACTIVE	08/01/2021	-	-

Member Details
 ID CARD | VIEW HISTORY

Category	Sub-Category	Type	Order	Value
Personal Info	-	-	-	-
Eligibility	Subscriber	ACTIVE	New enrollment	-
Contact Info	-	-	-	-