Group Medical Membership Snapshot

Groups can now access an easy-to-use report to show their employees' health coverage, broken out by month. Groups can use this to help with their annual healthcare reporting needs (e.g. creating 1095 reports).

The Medical Membership Snapshot is available for groups that as of November were active or had termed during 2016 and were registered on the Employer Portal (i.e. they had logged in and set up an account). This means if the group had never went out to register on the Employer portal, there will not be any way for them access to this report.

Agents that have been delegated access by their group to do work in the Employer Portal should be able to log in and access the report. When they log in to Huamana.com, they have the option to select the agent portal or the employer portal. Select the employer portal and then follow the directions below.

How to access and produce reports

Group administrator will need to go to www.Humana.com and sign in. Once they are logged into their Employer Portal page, the administrator will ….

1. Click on the Reports tab
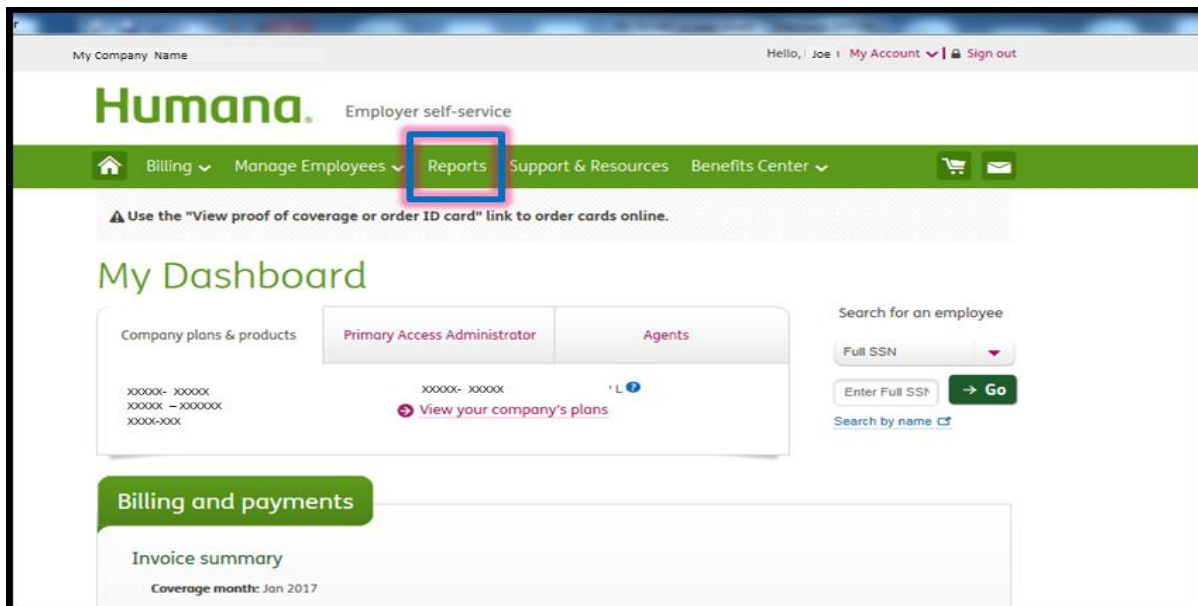
2. Click on the Group Medical Membership Snapshot link

Reports

Find all the information you need for your program administration and analysis.

Employee Enrollment: details on enrollment, claims history and eligibility

→ Full-Time Student Verification Status ⬀
Verify eligibility, see if coverage is ending and check if notices have been sent.

→ Group Medical Membership Snapshot ⬀
Get a list of all enrolled subscribers and dependents for a calendar year, showing medical coverage by month.

3. Click on the Start Date field to select the desired start date (Note: user will need to select desired month and year from the calendar box that pops up, and then click on the desired day of the month. You cannot type the date directly in the field.)

Group Medical Membership Snapshot

Group #	XXXXXX
Start Date	01/01/2017
End Date	

Jan	2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4. Click on the End Date field to select the desired end date (Use same steps as above, to select month, year, and day. You cannot type the date directly in the field.)

5. Click the Request Report button

Humana. Employer Self-Service

My Company Name

Group Medical Membership Snapshot

Group #	XXXXX
Start Date	01/01/2016
End Date	12/31/2016

Request report

6. Once the report generates, the user see a pop up allowing user to open or save the report