

GHC-SCW Enrollment Method Options for Employer Groups



GHCEpicLink

What is it?

Your employees can complete an application that will be reviewed and approved by your human resources staff and submitted electronically directly to the GHC-SCW Enrollment Department. Your human resources staff may also submit changes on behalf of your employees through GHCEpicLink.

GHCEpicLink can be used to access real-time eligibility and membership information for your employer group. You will also be able to access copies of your current and past premium invoices.



GHCEpicLink can be used for any size organization however, we recommend it for groups under 100 employees.

Once employees are in the system employer groups will not need to touch a profile until a specific edit is necessary.

Getting Started:

1. Contact your sales representative.
2. Determine who in your organization will be the site coordinator for your employer group.
3. Review and sign the site coordinator agreement.
4. GHC-SCW will work with your site coordinator and any other staff necessary to provide access to GHCEpicLink.

ANSI 834

What is it?

You can send ANSI 834s to inform GHC-SCW about employees who are being enrolled in, changing or terminating a GHC-SCW insurance plan. The ANSI 834 is a specific file type that meets American National Standards Institute (ANSI) standards, sent by the employer and loaded into the GHC-SCW system.



An ANSI 834 might be right for you if:

- **Your clearinghouse can provide change only files on a weekly cadence:**
25+ employees
- **Your clearinghouse can only provide full files on a weekly cadence:**
75+ employees

No exceptions will be made to the outlined quantities above.

To help ensure the smoothest and quickest setup possible, please include your clearinghouse in communications with your GHC-SCW sales representative early in the process as they will be asked to fill out a form on your behalf.

Getting Started:

1. Contact your sales representative to inform them that you have elected to use this method.
2. Establish if you will need a clearinghouse to comply with formatting. GHC-SCW will also be able to provide a list of clearinghouses who have successful relationships with GHC-SCW.
3. Determine a weekly submission day/time and if files will be full extracts or changes only.

CSV File

What is it?

CSV files can be sent as an enrollment method for additions, terminations and changes in eligibility data. The CSV is a comma-delimited file format sent by the employer or their clearinghouse. While not nationally standardized, if you elect to use this option, **you will still be required to adhere to the formatting structure provided by GHC-SCW.**



A CSV file might be right for you if:

- **You provide change-only files:** Recommended group size of 25+ employees. Will require a weekly submission even if the file is empty and free of changes from the prior week.
- **You provide full files weekly:** Recommended group size of 50+ employees.

Getting Started:

1. Contact your sales representative to inform them that you have elected to use this method.
2. Establish if you will need a clearinghouse to comply with formatting.
3. Determine a weekly submission day/time and if files will be full extracts or changes only.

Paper Application

What is it?

You may elect to use a manual enrollment process by completing a paper application and submitting the form to the GHC-SCW enrollment team via mail, fax or email.



Paper applications can be used for any size however, we recommend them for groups under 75 employees.

Getting Started:

1. Access the paper form by contacting the GHC-SCW Sales team or using the Employer Portal.
2. Submit the paper form to GHC-SCW.

Mail:
GHC-SCW
P.O. BOX 44971
Madison WI 53744

Fax:
(608) 662-4837

Email:
enrollment@ghcscw.com

NOTE: These rules are based off of the amount of work past setups have been for the clearinghouse and employer groups as well as GHC-SCW. Exceptions to the guidelines in this document are not often made because of the large lift they require.

BETTER TOGETHERSM

Group Health Cooperative of South Central Wisconsin (GHC-SCW)
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