COBRA Review Event Summary Page Overview

This Job Aid provides an overview of the **COBRA Review Event Summary Page** layout. This page displays the employee's COBRA election information including the Plan Status, Event Process Status, Event Qualification Status, Initial Event Status, and Date Information, as applicable.

Table of Contents

Overview of the COBRA Review Event Summary Page

The **Review Event Summary** page will be accessed through the **Administer COBRA Benefits** tab to track the status of the plan, event, and date information.

1. Navigate to the **Review Event Summary** page using the following path:

    Benefits > Administer COBRA Benefits > Review Processing Results > Review Event Summary

The **Review Event Summary Search** page displays.

Review Event Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID	begins with ▾	
Benefit Record Number	= ▾	
Name	begins with ▾	
Last Name	begins with ▾	
Second Last Name	begins with ▾	
Alternate Character Name	begins with ▾	
Middle Name	begins with ▾	

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search	Clear	Basic Search	Save Search Criteria

2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field.

    Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button**.**

4.   If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page, and you must click the **Empl ID** link for the applicable employee. If not, proceed to Step 5.

The **Review Event Summary** page displays.

Review Event Summary

| | Empl ID | Ben Record | 0 |

Event Status   🔍 | |◁ ◁ 1 of 1 ▾ ▷ ▷| | View All

CBR Evt ID	1	Empl Record	0	**Event Process Status**	**Open for Processing**
Event Date	03/16/2020	BAS Evt ID	3	**Event Qualification Status**	**COBRA Qualified**
Event Class	Divorce	BAS Sched ID	EM00	Event Reprocess Indicator	Normal Processing

Employee/Dependent Status   🔍 | |◁ ◁ 1 of 2 ▾ ▷ ▷| | View All

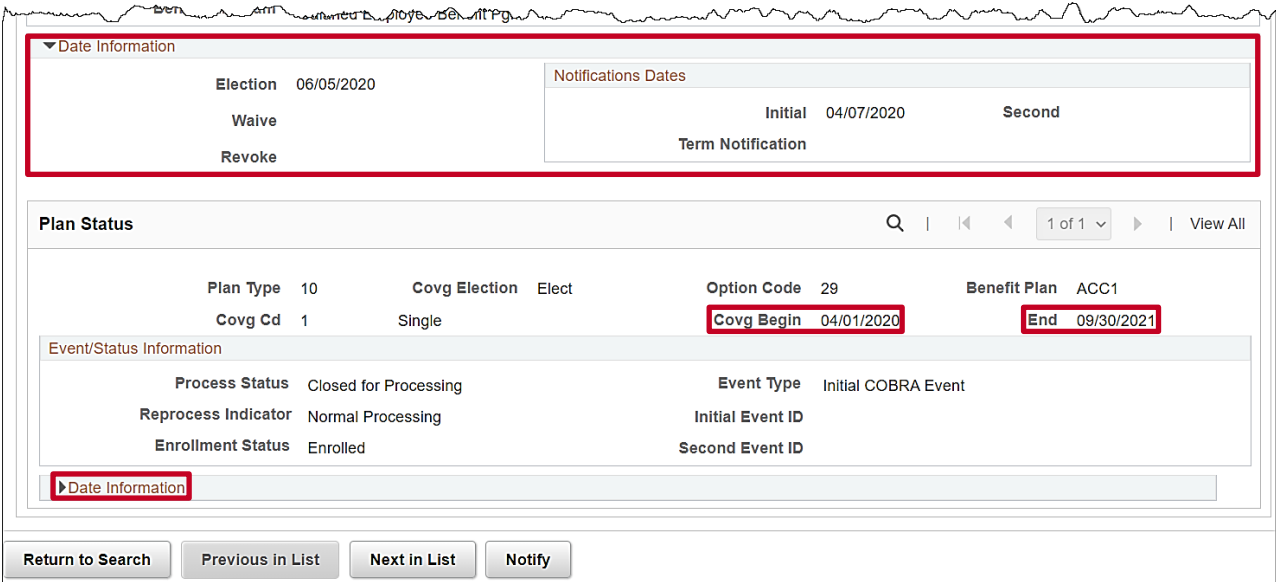| Dep/Benef | | Relationship | ExSpouse |
| COBRA Election | Elect | COBRA Emplid | C0000000001 |

Processing Information

Qualification Status	COBRA Qualified	Initial Event Status	Enrollment Complete
Process Status	Closed	Secondary Event Status	Not Qualified
Reproc Indicator	Normal Processing	BAS Assign Status	Program Elig Assign None
Benefit Program	Salaried Employee Benefit Pgm		

▶ Date Information

5.   Review the following fields:

   a.   **Event Process Status** – "Open for Processing" or "Closed for Processing"

   b.   **Event Qualification Status** – "COBRA Qualified" or "Not COBRA Qualified"

   c.   **Qualification Status** – **"**COBRA Qualified", "Not COBRA Qualified", "Qualified Pending", or "Unprocessed"

         Note: "Unprocessed" displays if COBRA has not yet run.

   d.   Remaining fields within the **Processing Information** section, as applicable

6.   Scroll down as needed and click the **Expand** icon to the left of the **Date Information** heading within the **Employee/Dependent Status** section.

The **Processing Information: Date Information** section displays.

7.   Review the following fields within the **Employee/Dependent Status: Date Information** section:

  a. **Election** – The date the employee/dependent chose to elect coverage, if applicable

  b. **Waive** – The date the employee/dependent chose to waive coverage, if applicable

  c. **Revoke** – The date the employee/dependent revoked their election, if applicable

  d. **Notification Dates: Initial** – The date the initial COBRA Letter was mailed to the employee/dependent

  e. **Notification Dates: Second** – The date the subsequent COBRA Letter was mailed to the employee/dependent (if the employee/dependent experienced a Secondary Event)

  f. **Term Notification** – The date the Termination Letter was sent, if applicable

8.   The **Plan Status** section is where the Benefit Administrator can see the coverage elected by the employee. Review the following fields within the **Plan Status** section:

  a. **Covg Begin** – The date COBRA coverage begins

  b. **End** – The date COBRA coverage ends

9.   Click the **Expand** icon to the left of the **Date Information** heading within the **Plan Status** section.

The **Plan Status: Date Information** section displays.

10. Review the following fields in the **Plan Status: Date Information** section:

    a. **Elect** – The date the coverage was open for election, if applicable

    b. **Elect End** – The final date for the employee to elect coverage, if applicable

    c. **Waive** – The date the employee waived coverage, if applicable

    d. **Revoke** – The date the coverage was revoked, if applicable

    e. **Term Date** – The actual date the COBRA coverage terminated, if applicable

    f. **Termination Reason** – The reason the coverage was terminated, if applicable

11. Once the review is complete, click the **Return to Search** button.