Employer E-Tools

User guide

HealthPartners Employer E-Tools is an online plan management solution that saves you paperwork and time. These tools provide instant plan management access 24/7.

GETTING STARTED

Using Employer E-Tools

Log on to your account at **healthpartners.com/employer.**

If you don't have your log in information, contact your company's delegate. The delegate is the person at your company who manages online accounts with HealthPartners.

A menu of **E-Tools** available to you will appear.

You'll see different menu options, depending on what's available to your company.

Viewing plan documents

E-Tools

Managing your account is easy with the right tools - and they're right at your fingertips. Questions? We're here to help. See the help center to contact us.

Plan Documents

Create printable employee roster

View group benefits

Transfer files securely

Select **Plan Documents** to view current and previous plans.

Plan documents

| Group Contracts | Member Materials |

Group Contracts

If something doesn't look right, call Website Support at 952-883-7710. Contact your sales account manager if you'd like your contracts mailed to you.

1 results found

Search

Plan effective date	Plan type	Document type	Download Contract
08/01/2017	MEDICAL	Master Group Contract	PDF

Prev 1 Next

To view the plan detail, click **PDF**.

Plan documents

| Group Contracts | Member Materials |

Member Materials

These are the documents and descriptions that display to your members in the member portal.

2017 Plans

MEDICAL Plan 1 | SE336 ⌄

MEDICAL Plan 2 | SE357 ⌄

Under the **Member Materials** tab, you will find documents and descriptions that will also be available to members on the member portal.

Create printable employee roster

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Select **Create printable employee roster.**

Employee roster report

Complete the info below to generate a roster report. The report will show employees and dependents enrolled in your group plan. It will be sent to your secure web mailbox

Enrollment as of

03/20/2018

Example: mm/dd/yyyy

Plan type

All

Run report

Select **Run report** to get a list of current enrolled employees and dependents. You can also choose a future date, up to 90 days.

Henry Partner

The report will be sent to your secure web mailbox where you can download or print it.

Online enrollment

E-Tools

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- Manage user accounts
- Reports
- Plan Documents
- Access My Report Manager Plus
- View and pay your bills
- Create printable employee roster
- View missing SSN report
- Online enrollment

Select **Online enrollment**.

Online enrollment allows you to find, update and add coverage for your employees and their dependents.

Online Enrollment

Welcome to Online Enrollment! We've made it easy for you to find, update and add coverage for members — including members that have ended coverage within two years.

If you have any questions, please contact your Membership Accounting Representative.

Learn more:

Online Enrollment Training Center

How to enroll someone in COBRA

Billing Representative

Search By Demographics

* First Name

* Last Name

Minimum of 2 characters

Date of birth

Search

Search By Number

Contract Number

4 to 12 digits allowed

Alternate ID

Search

Show All Contracts | Add Contract

View Transaction History

Transferring files securely

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Plan Documents

Create printable employee roster
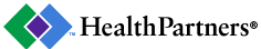
View group benefits

Transfer files securely

View missing SSN report

Online enrollment

HealthPartners®

Web-based Secure File Transfer

Help

Send a file

Resend a file

Get a file

Manage files (deactivate)

Manage delegates

HealthPartners®

Web-based Secure File Transfer

Home Help

Send a file

*=required field

Your name

Your email address

Your comment

File to send*

Browse...

(max. 200MB)

Send the file

▸ Select **Transfer files securely** to send information to HealthPartners securely.

▸ Select **Send a file.**

▸ Complete the required fields and select **Send the file.**

Viewing group benefits

Select **View group benefits** to see your company's benefits.

View your plan information history and your current benefits and coverage.

Viewing missing SSN reports

E-Tools

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Plan Documents	Create printable employee roster	View group benefits	Transfer files securely

View missing SSN report	Online enrollment

Employer Missing SSN Reports

View Missing SSN Report - index page

HealthPartners provides a Missing Social Security Number (SSN) report to show employers which HealthPartners-covered employees and/ or dependents do not have a SSN on file.

The Missing SSN Report is set up to support two different requirements:

1. **Medicare Secondary Payer requirements**
   Employers must provide SSNs or Health Insurance Claim Numbers (HICN) for all HealthPartners- covered employees, spouses/ex-spouses, domestic partners and any other adult dependents.

2. **Affordable Care Act (ACA) SSN Reporting requirements**
   IRS will use Social Security Numbers (SSN) to prove taxpayers and their dependents have minimum essential health coverage under the Affordable Care Act (ACA). They'll match individuals' tax return against the SSN we submit to the IRS as part of our health plan ACA reporting requirement.

Details about the report

- If no SSNs are missing from your employee population, the report will show headings but not a list of names.
- If SSNs are missing, you can use Online Enrollment to supply the missing information.
- Reports reflect data HealthPartners has when the reports run. Recently submitted data may not be included.
- Load time takes around three minutes for large groups. We appreciate your patience as the report generates.
- Please assure your employees of our privacy safeguards for their personal information.

Background information about Medicare Secondary Payer Reporting requirements

The Affordable Care Act (ACA) requires individuals to have continuous health coverage for each calendar year. Health plan carriers, like HealthPartners, are required to report health coverage for members covered under a fully insured plan, and their dependents. As a carrier, we're required to ask members on our fully insured health plans for their SSN if we don't have one on file. Having an SSN on record will prevent taxpayers from having to pay a $50 fee from the IRS for not providing an SSN.

We're taking extra steps to make sure your employees' information is kept safe and secure—just like we do with all their other information. We appreciate your partnership to meet reporting requirements.

View report

Select **View missing SSN report** to see if any of your employees or their dependents covered by HealthPartners don't have a social security number (SSN) on file.

Medicare Secondary Payer and ACA reporting requires employers to provide SSNs for all HealthPartners covered employees, spouses/ex-spouses, domestic partners and any other adult dependents.

Select **View Report** to download your printable PDF report.

Contact the web support team by phone at **952-883-7710** or email at **macwebsupportteam@healthpartners.com**.

QUESTIONS?