

Effective Date Calculator Job Aid

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Purpose: Use this job aid as a guide to the Effective Date Calculator tool. This document describes how to access and use the tool to determine an employee's effective date based on the account's eligibility guidelines, the member's hire date and waiting period.

How to Access the Effective Date Calculator

The Effective Date Calculator tool is located on the BlueCross BlueShield of Texas public website.

 <http://www.bcbstx.com/employer/ei>

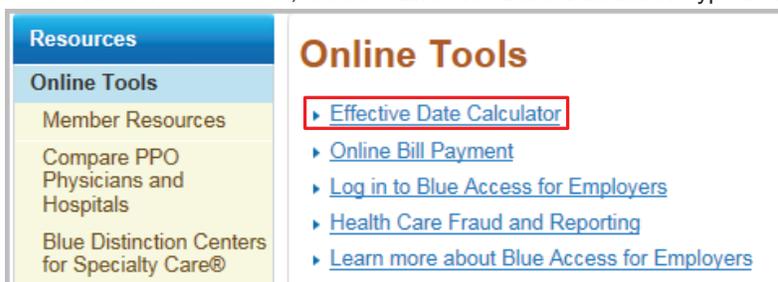
Once on the website, click the **Employers** tab, **Resources** sub-tab, then click **Online Tools**.



Next, click the **View all** hyperlink.



In the **Online Tools** section, click the **Effective Date Calculator** hyperlink.





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Using the Effective Date Calculator

This tool can only be used when calculating effective dates based on waiting periods. It does **not** calculate other eligibility criteria. (i.e. employee orientation period, measurement period, hours of service, etc.)

Please note: it is the employer's responsibility to provide correct information when calculating effective dates. Information must reflect the terms of the group master contract.

Step 1: Eligibility Option

To use the tool, you will need to answer some questions about eligibility options based on your master contract. You can locate this information in the account's eligibility guidelines in your master contract.

Please note: Once you complete the steps to get an effective date, you can use this date to complete the Effective date section in Blue Access for Employers (BAE) or the New Member application.

Select the appropriate **Eligibility Option** from the choices available to you on the drop-down menu.

* Use the descriptions provided below each option to help you determine which one applies

1. Eligibility Option

Choose an effective date option based on your group agreement. See description for more information.

Please select one

Please select one

Date of Employment

Coverage is effective the Date of Hire.

Day of the Month After Date of Employment

Coverage is effective the first Bill Cycle Day following the Date of Hire.

Day of the Month After Days of Employment

Coverage is effective the first Bill Cycle Day after being employed for a pre-determined number of days.

Days of Employment

Coverage is effective after being employed for a pre-determined number of days.

Day of the Month Following Months of Employment

Coverage is effective the first Bill Cycle Day after being employed for a pre-determined number of months.

Additional fields display depending upon what you select in this field.

This table provides a list of required fields to be completed based on each eligibility option.

	Eligibility Option	Required Fields
1	Date of Employment	Date of Hire
2	Day of the Month After Date of Employment	Date of Hire, and Bill Cycle
3	Day of the Month After Days of Employment	Date of Hire, Bill Cycle, and Days of Employment
4	Days of Employment	Date of Hire, and Days of Employment
5	Days of the Month Following Months of Employment	Date of Hire, Bill Cycle, and Months of Employment

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Step 2: Date of Hire

Enter the date the employee was hired, or select the date using the calendar.

2. Date of Hire
Date employee was hired.

APRIL 2016						
27	28	29	30	31	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

Step 3: Bill Cycle

Select the day of the month your bill is due from the drop-down menu. (01 or 15).

3. Bill Cycle
Day of the month on which your bill is due.

Please select one
01
15

Step 4: Days of Employment

Enter a number in the Days of Employment field. This number **must** match the waiting period in your master contract.

4. Days of Employment
Refer to your group agreement for details.

Step 5: Months of Employment

Select the number of months the employee must be employed before coverage can start from the drop-down menu. (01 or 02)

4. Months of Employment
Number of months the employee must be employed before coverage can start.

Please select one
01
02

* Once all required fields have been completed, three buttons and the Calculated Effective Date field become available at the bottom of your screen.

Calculated Effective Date:

Calculate - Initiates calculation of Effective Date.
Clear All - Clears all fields for new search or to select new Eligibility Option.
Print - Prints search results.



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Step 6: Calculate Button and Calculated Effective Date Field

When you click the **Calculate** button, the system calculates the Effective Date and displays it in the **Calculated Effective Date** field for you.

Note: This date can be used to complete the Effective date section for a new hire in Blue Access for Employers (BAE) or the Member application.

A screenshot of a web interface. On the left is a green button with the word "Calculate" in white. To its right is a light gray box with a thin border. At the top of this box is the label "Calculated Effective Date:" in blue. Below the label is a white rectangular field containing the date "04/04/2016" in black text.