Summary of Benefits and Coverage (SBC)

Group SBCs – Updates to the SBC Tool
Instructions to Access the SBC Tool

Log in to BAE

Build your own employee wellness program with Well onTarget

Log In to Blue Access for Employers

User ID
Password

Forgot User ID?
Forgot Password?

New user? Register Now
Take a tour
Log in to BAP

Blue Access for Producers (BAP) is an online resource that provides you with instant access to the tools and information you need to build a stronger business and better service your clients.

With BAP, you can...
- Obtain an instant preliminary quote whenever a client calls
- View, download, or print the information you need
- View product information
- View your commission statements

For questions about Blue Access for Producers:
Blue Access® Internet Help Desk 888-706-0583, Mon - Fri 7:00 a.m. - 10:00 p.m. CT, Sat 7:00 a.m. - 3:30 p.m. CT
Click the appropriate SSO link

- For BAE, click the View Standard Plan SBC Tool link
  - Click and expand the Account Summary link
  - Click on the Health Plans link
  - Click the Display button
  - Click the View Standard Plans SBC Tool link near the bottom of the screen
For BAP, click the **Summary of Benefits and Coverage** link

- Click **Products and Forms**
- Click the **Summary of Benefits and Coverage** button
If you enter through either BAP or BAE, you will be taken to the SBC Tool and logged in. You will be able to search for Group plan SBCs. Next, you will be brought to the main SBC Tool search screen (shown below) with all the fields available to narrow your SBC search.
Two fields – **Plan Year** and **State** – are mandatory and must be selected before searching can occur.

- The current year is the default, but plan years 2013 and 2015 are also available by selecting the appropriate year.
The second mandatory field, **State** must also be selected before a search can occur.

- Ensure that the correct Corporate Entity (IL, OK, NM, MT, or TX) is selected in the **State** drop-down list.
- Your home state is the default.
- If you need to view SBCs from another state, click the down arrow in the field and select another state. Your search results will be filtered by this field value. This field is required.
- After the appropriate state is selected, you may press the **Search** button to display available SBCs.
## Find Summaries

Enter criteria to search for matching plans.

### Basic Search

- **Plan Year:** 2014
- **State:** Texas
- **Product Type:** All
- **Plan ID:**

### Advanced Search

- **Plan Name:**
- **Language:** English
- **Plan Option:** All
- **Grandfathered:**

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<table>
<thead>
<tr>
<th>Plan ID</th>
<th>Plan Name</th>
<th>Language</th>
<th>Plan Description</th>
<th>Plan Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHS079BAVSTXP</td>
<td>B650ADT Blue Advantage</td>
<td>English</td>
<td>$6000Ded_100%Coins_$6000OOP</td>
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<tr>
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<td>Not Applicable</td>
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<tr>
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<td>English</td>
<td>$5000/$1000Ded_80%Coins_$6250/$1</td>
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<td>English</td>
<td>$6000/$12000Ded_100%Coins_$6000/$1</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Select a state appropriate **Product Type** from the **Product Type** drop-down list.

Only product types for selected state will appear.

Click the **Search** button again.

Your search results will be further filtered, and the number of matching SBCs will be reduced by this field value's search criteria.
• Blue Advantage HMO has been returned below. Some Product Types contain many matches.
If known, the list of returned search results may be further reduced by entering in a Plan ID in the **Plan ID** field.

You may place the cursor in the field and type in a state appropriate Plan ID.

This field supports partial search.

If a whole or partial Plan ID is entered into the **Plan ID** field, you should click the **Search** button again to further filter the returned search results.
• If the plan you are searching for is Grandfathered, you must put a checkmark in the Grandfathered box. Leaving the box blank will only search for Non-Grandfathered plans.
The SBC Tool contains both Spanish and English SBCs. While the default is English, you may choose to search for either Spanish, English or both SBCs.
Once you have located the SBC you want to customize, click the **Select** button to the left of the **Plan ID** column for the corresponding SBC.
You will be taken to the next customization screen where **Coverage Period** dates and **Coverage For** information can be entered.

Enter in the appropriate **Coverage Effective** and **Coverage Ending Dates**.
- Use MM/DD/YYYY format for English SBCs.
- Use DD/MM/YYYY format for Spanish SBCs.

Click the **Coverage For** drop-down list.

Choose an appropriate **Coverage For** value from the drop-down list for the SBC you are customizing.

**Enhancement:** The SBC description will appear in the box above the customization fields and generated SBC.
Plan ID: RSW2
Plan Name: RSW2 without Maternity
Plan Description: $1000Ded $20Copay 100%Coins $1000OOP $15/30/45Rx

Coverage Effective Date: 01/01/2014
Coverage Ending Date: 12/31/2014
Coverage For: Individual/Family

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When completed, click the **Generate Summary** button.
- The customized SBC will be displayed.
- Proof your SBC.
Double check that the following information is correct:

- Plan ID
- Plan Year
- SBC language (English or Spanish)

Make sure that the **Coverage Period** dates and **Coverage For** information appear in the SBC header.
• If changes are required, click the **Edit** button.
• You will be taken back to the Customize SBC screen noted in the steps above.
If the SBC appears correct, you may either email it by entering your email address and pressing **Send** or print the SBC.
• The customized SBC may be emailed directly to a recipient.
• Your email address is the default.
• Enter in the email address of the individual you wish to send a copy of the final SBC to and click the Send button.
• A message will display stating “An e-mail sent successfully”.
• To send the SBC to another recipient, clear the email address from the Email field, enter in the new email address and click the Send button again.
• To customize a different SBC, click the Return to Results button.

• You will be taken back to the SBC search screen and the process can be repeated.

• When completed, log out by clicking the X at the top of the browser window.

> **NOTE:** The SBC Tool will automatically log you out after 30 minutes of inactivity.