

**Employer Portal Overview  
Optimahealth.com**

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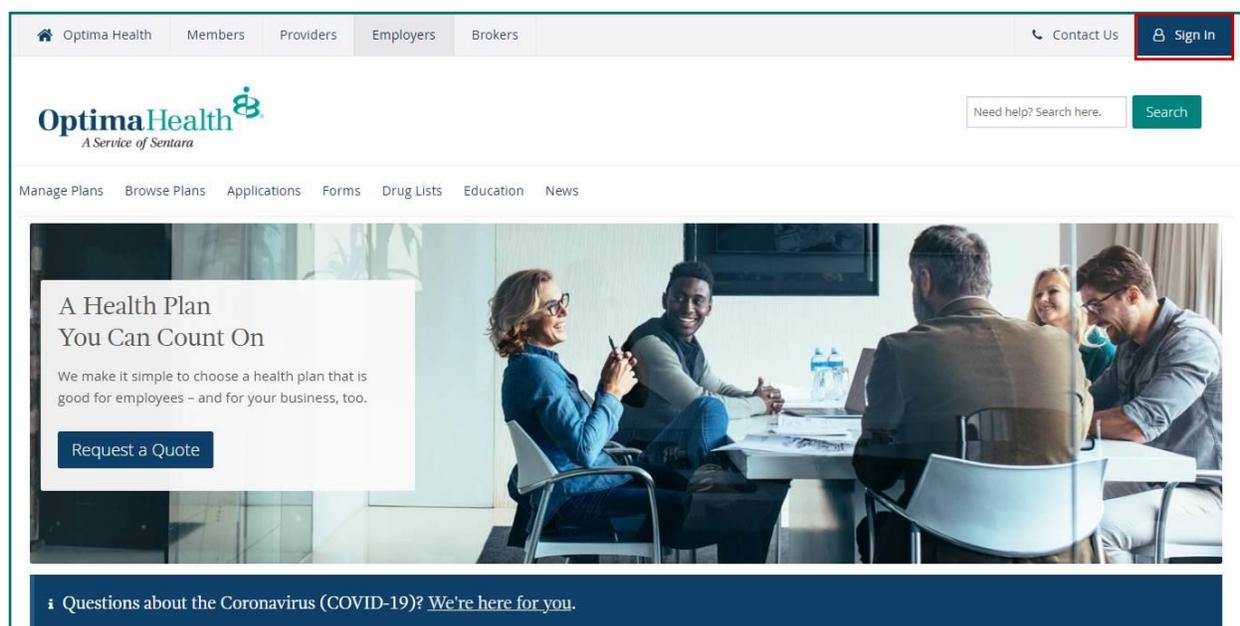
## Purpose

The purpose of this User Guide is to provide an overview of the tools and functions available to you once you log on to the secure side of your employer portal.

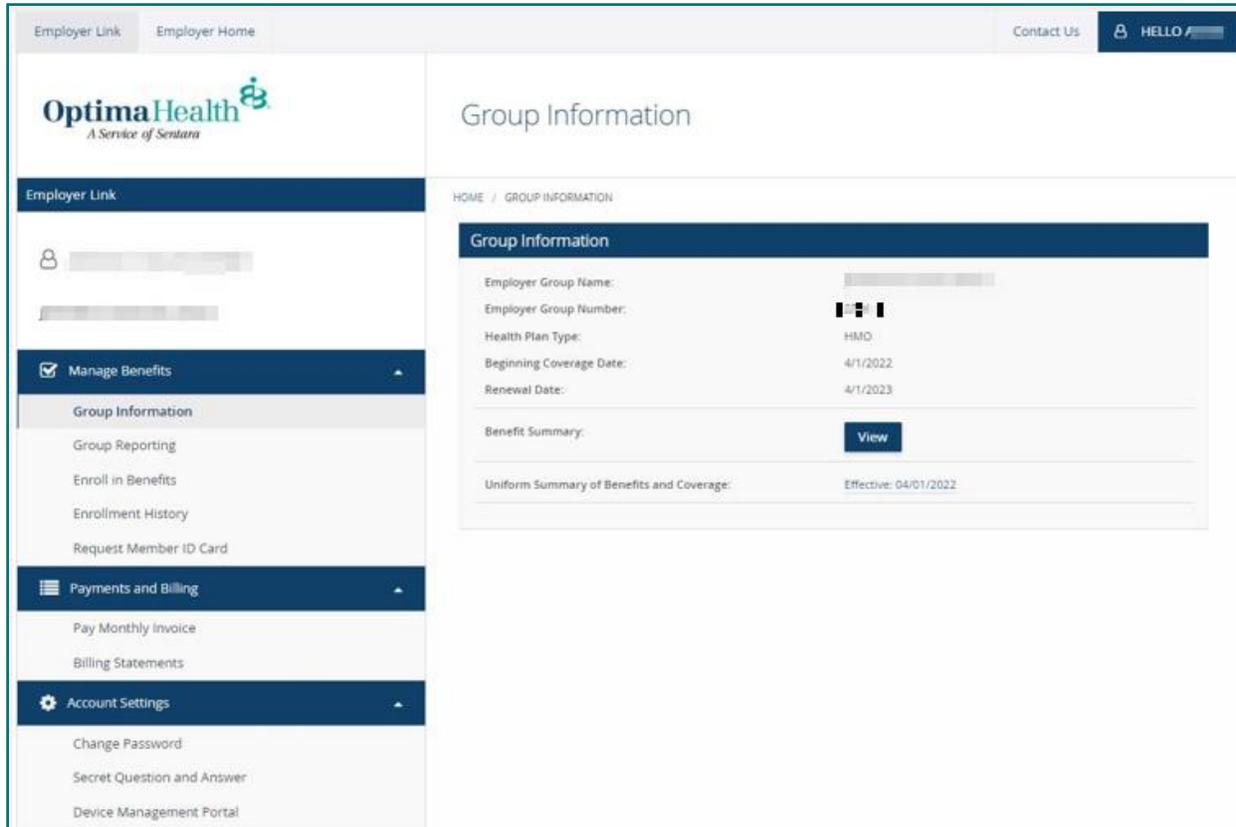
## Your Homepage

Employers' homepage on [Optimahealth.com/employers](https://Optimahealth.com/employers)

Click on **sign in**



When logged in you can also view your Employer Home page



The screenshot displays the OptimaHealth Employer Home page. The top navigation bar includes 'Employer Link', 'Employer Home', 'Contact Us', and a user profile icon labeled 'HELLO'. The main content area is divided into two columns. The left column contains a navigation menu with sections: 'Manage Benefits' (with a checkmark icon), 'Payments and Billing' (with a list icon), and 'Account Settings' (with a gear icon). The right column is titled 'Group Information' and shows a breadcrumb trail 'HOME / GROUP INFORMATION'. Below this, a 'Group Information' section displays the following details:

Employer Group Name:	[Redacted]
Employer Group Number:	[Redacted]
Health Plan Type:	HMO
Beginning Coverage Date:	4/1/2022
Renewal Date:	4/1/2023

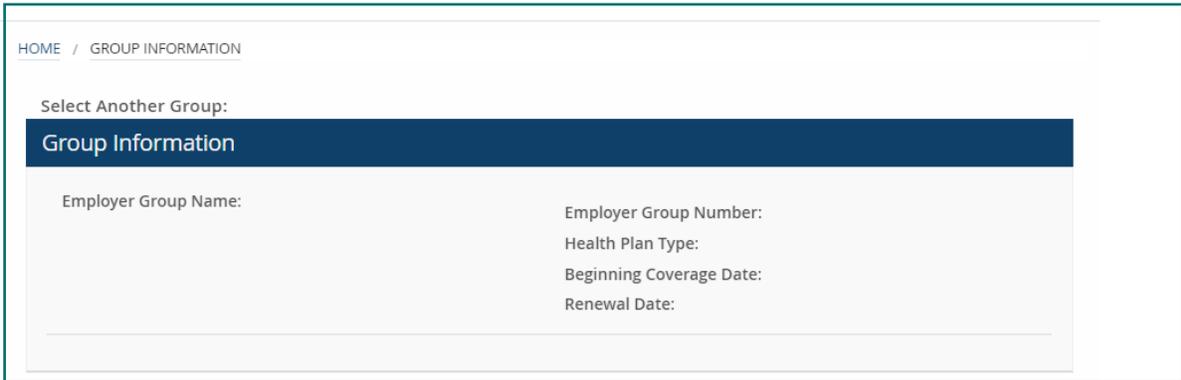
Below the table, there is a 'Benefit Summary' section with a 'View' button, and a 'Uniform Summary of Benefits and Coverage' section with an effective date of 'Effective: 04/01/2022'.

From your Employer homepage, you can perform the following actions:

1. Group information
2. Group Reporting
3. Enroll in Benefits
4. Enrollment History
5. Request Member ID Card
6. Pay Monthly Invoice
7. Billing Statements

## Group Information

In this section you will find your employer group name, number, health plan type, beginning coverage date, and renewal date.



HOME / GROUP INFORMATION

Select Another Group:

**Group Information**

Employer Group Name: \_\_\_\_\_

Employer Group Number: \_\_\_\_\_

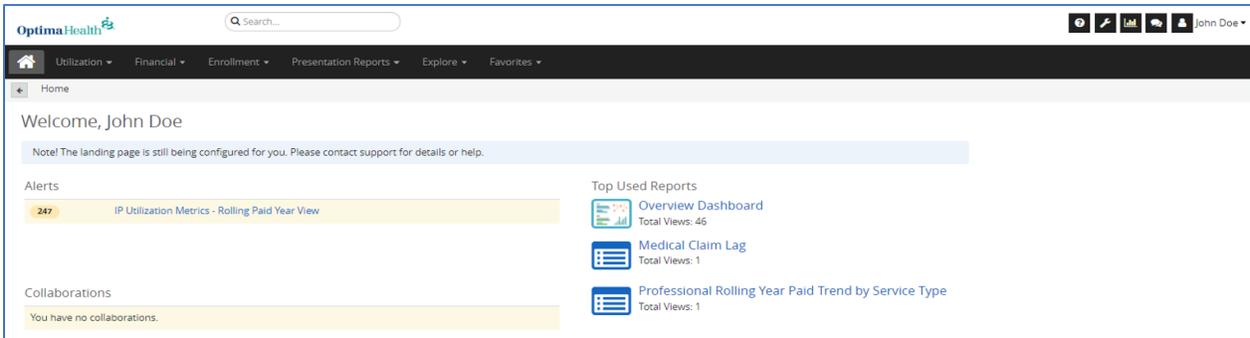
Health Plan Type: \_\_\_\_\_

Beginning Coverage Date: \_\_\_\_\_

Renewal Date: \_\_\_\_\_

## Group Reporting

Under this link, you will find the Datapoint reporting tool/ dashboard that you can customize for your reporting needs.



OptimaHealth      John Doe

Home

Welcome, John Doe

Note! The landing page is still being configured for you. Please contact support for details or help.

Alerts

247 IP Utilization Metrics - Rolling Paid Year View

Collaborations

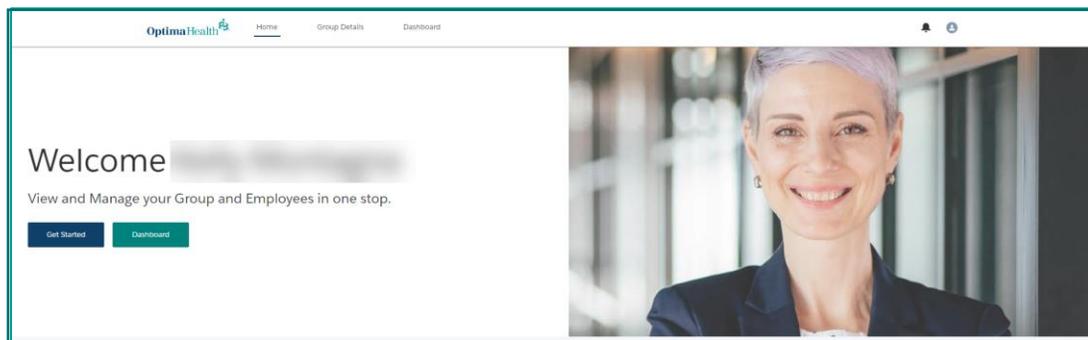
You have no collaborations.

Top Used Reports

- Overview Dashboard  
Total Views: 46
- Medical Claim Lag  
Total Views: 1
- Professional Rolling Year Paid Trend by Service Type  
Total Views: 1

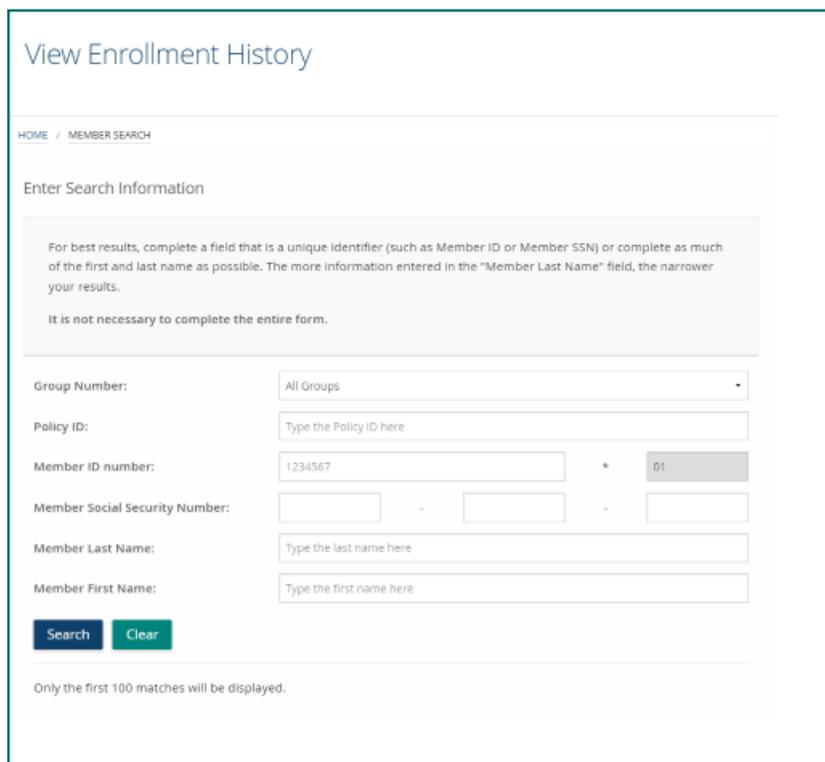
## Enroll in Benefits

If you manage enrollment for your groups using web enrollment platform, here you will access the e3 Web Enrollment platform and can view and manage your employees' benefits. You also have a wide range of reporting available to you.



## Enrollment History

This link allows you to look at your enrollment history and filter your search using group name, policy ID, member ID, member SSN, and member first and last name.

A screenshot of the 'View Enrollment History' search form. The page title is 'View Enrollment History'. Below the title is a breadcrumb 'HOME / MEMBER SEARCH'. The section is titled 'Enter Search Information'. A grey box contains instructions: 'For best results, complete a field that is a unique identifier (such as Member ID or Member SSN) or complete as much of the first and last name as possible. The more information entered in the "Member Last Name" field, the narrower your results. It is not necessary to complete the entire form.' The form includes several input fields: 'Group Number' (a dropdown menu set to 'All Groups'), 'Policy ID' (a text field with placeholder 'Type the Policy ID here'), 'Member ID number' (a text field with '1234567' and a suffix '01' in a grey box), 'Member Social Security Number' (three text fields separated by dashes), 'Member Last Name' (a text field with placeholder 'Type the last name here'), and 'Member First Name' (a text field with placeholder 'Type the first name here'). At the bottom are 'Search' and 'Clear' buttons. A note at the very bottom states 'Only the first 100 matches will be displayed.'

## Request Member ID Card

Here you can request duplicate or view an employee's ID card by simply completing the information requested:

### Employer View/Request Member ID Card

[HOME](#) / [REQUEST ID CARD](#)

#### Enter Search Information

For best results, complete a field that is a unique identifier (such as Member ID or Member SSN) or complete as much of the first and last name as possible. The more information entered in the "Member Last Name" field, the narrower your results.

It is not necessary to complete the entire form.

You can only request a card for active members who are enrolled with Optima Health through your company. You can only request a card if one has not been issued in the past 30 days.

Member ID number:  \*

OR

Member Social Security Number:  -  -

OR

Member Last Name:

Member First Name:

Display all members enrolled through the selected group(s) if number enrolled is 100 or less.

## Pay Monthly Invoice

If you have EFT (electronic funds transfer) you can conveniently view and pay your monthly invoice online.

### Pay Monthly Invoice

[HOME](#) / [PAY MONTHLY INVOICE](#)

Use this tool to pay monthly premium statement(s) by a bank draft.

Select group(s) or subgroup(s) to make payment toward monthly invoice.

Select	Payment Month	Group Number	Group Name	Invoice Number	Total Due	Outstanding Balance
<input type="checkbox"/>	04/01/2022	[REDACTED]	[REDACTED]	7529924	\$73,306.11	<b>\$73,306.11</b>
<input type="checkbox"/>		[REDACTED]	[REDACTED]	No Open Inv	\$0.00	<b>\$0.00</b>
<input type="checkbox"/>	04/01/2022	[REDACTED]	[REDACTED]	7527752	\$37,102.00	<b>\$37,102.00</b>
<input type="checkbox"/>	04/01/2022	[REDACTED]	[REDACTED]	7527753	\$142.70	<b>\$142.70</b>
<input type="checkbox"/>	04/01/2022	[REDACTED]	[REDACTED]	7527754	\$2,849.97	<b>\$2,849.97</b>
<input type="checkbox"/>	04/01/2022	[REDACTED]	[REDACTED]	7527755	\$15,768.35	<b>\$15,768.35</b>
<input type="checkbox"/>	04/01/2022	[REDACTED]	[REDACTED]	7527756	\$71.35	<b>\$71.35</b>
<input type="checkbox"/>	04/01/2022	[REDACTED]	[REDACTED]	7527757	\$1,141.60	<b>\$1,141.60</b>
<input type="checkbox"/>	04/01/2022	[REDACTED]	[REDACTED]	7527758	\$9,838.24	<b>\$9,838.24</b>

## Billing Statements

From this link, you can view your historical billing statements. If you are a BusinessEDGE (level-funded) employer, you will also have access to your monthly funding package and annual 1095C information.

BILL in 11126...	
Path: /11126/11126	
Mar 24, 2022 08:13:04 PM Version list	
PAGE: 1 0007524763000011126000000141022	
OPTIMA HEALTH PLAN DSU # 03	
GROUP 11126	INVOICE NUMBER 7524763
CONTACT [REDACTED]	INVOICE DATE 03-18-22 DUE DATE 03-27-22 COVERAGE PERIOD FROM 04-01-22 TO 04-30-22
-----	
11126	[REDACTED]
BALANCE FROM PRIOR PERIOD	0.00
TOTAL CURRENT PREMIUMS	1,410.22
Employee Count	2
Dependent Count	0
TOTAL MEMBERSHIP	2
DAILY PRORATION ADJUSTMENTS	0.00
RETROACTIVE ADJUSTMENTS	0.00
*** TOTAL AMOUNT DUE ***	1,410.22
Please return "Group Reconciliations Statement" page with changes to 4456 Corporation Lane Virginia Beach VA 23462 or fax to (757)252-8037. Billing Questions: (757)687-6400/1-866-472-5764, option 1. Questions regarding eligibility and enrollment, option 2. Claims/benefits call (757)552-8850/1-866-275-3755. Enrollment changes must be received before the 20th of each month to appear on the final monthly bill. *****THANK YOU FOR CHOOSING OPTIMA FOR YOUR HEALTH CARE BENEFITS*****	