

Group Details Page Overview and Navigation

From the homepage (or any page) of your portal, click on **Group Details** on the top navigation bar.



The **Group Details** page provides high-level information about all the groups to which you have access. You can view each group’s name, number, type of group, and contract start or end date.

You can also:

1. change the number of groups you can view on this page
2. view more groups by scrolling through listings

Group				
GROUP/SUBGROUP NAME	TYPE	CONTRACT START DATE	CONTRACT END DATE	ACTIONS
Acme group-MAIN	Group	05/01/2021	06/01/2023	▼
Acme Sub Group (Has Sub Groups)	Subgroup	05/01/2021	06/01/2023	▼
MAIN	Subgroup	05/01/2021	06/01/2023	▼
Cobra	Subgroup	05/01/2021	06/01/2023	▼

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To view or edit a group, click **View Group/Subgroup** on the **Actions** dropdown arrow to the right of each group’s row.

Sentara Health Plans					
Home		Group Details		Dashboard	
Group					
ACCOUNT NAME	SUBGROUP NAME	TYPE	CONTRACT START DATE	CONTRACT END DATE	ACTIONS
University		Group	07/01/2023	06/30/2024	▼
Copy of University	MAIN1	Subgroup	07/01/2023	06/30/2024	View Group/Subgroup
CYB	CYB	Subgroup	07/01/2023	06/30/2024	▼
MAIN	MAIN	Subgroup	07/01/2023	06/30/2024	▼

You will be taken to the **Group Demographics** page where you can:

1. View high level group information
2. View group demographics
3. Engage in enrollment tasks
4. Approve transactions
5. View enrollment insights
6. View group contacts, including benefits administration, billing, and general contacts
7. View employee classes
8. View a list of members
9. Add a new subscriber
10. Modify existing subscriber information (by clicking the **Actions** arrow at the far right of the row)

Acme group-MAIN 1

Group Number: 000268 Group Type: Group Contract Start Date: 05/01/2021 Contract End Date: 06/01/2023 Contract Renewal Date: 06/02/2023

Group Demographics 2

Address

Street Address	City	State	Zip Code	Phone Number	Fax Number
U.S. Route 66	Albuquerque	NM		(242) 342-4241	

Enrollment Tasks 3 4 [Approve All Transactions](#)

Enrollment Tasks

Enrollment Insights 5

Current Election Benefit Detail

Benefit Summary Report

Pending Election Benefit Detail

Employee Census Report

Group Contact 6

Benefit Administrator

CONTACT NAME	PHI	ADDRESS	PHONE NUMBER	FAX NUMBER
Gabby Hubble	true		(456) 577-6599	
Ryan Benefit Admin	false		(312) 212-6706	

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Billing

CONTACT NAME	PHI	ADDRESS	PHONE NUMBER	FAX NUMBER
No data to show				

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General

CONTACT NAME	PHI	ADDRESS	PHONE NUMBER	FAX NUMBER
Henry wilson			11974683683683	

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Employee Class 7

EMPLOYEE CLASS	NEW HIRE	FOLLOWING	NUMBER OF DAYS
Manager	1st day of Month following	Days of employment	30
Doctors/Nurse Practitioners	1st day of Month following	Date of hire	
Managers	1st day of Month following	Days of employment	30

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Members 8 9 [Add Subscriber](#)

MEMBER NAME	DOB	STATUS	ACTIONS
ABCD Willson	07/11/2002	Active	10 < >
Adam Eve	04/01/2000	Active	< >

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