New York Health Benefit Exchange

Blueprint Summary for
Section 6.0 SHOP
October 26, 2012

Item Number	Topic
6.1.2	Epics for SHOP

Identifier	Artifact format	Short Name	Primary Text	Category	Title
8055	Text	SEE.A.1.Employee Register	“Epic As an employee I want to enter my login information to see if I am on my employer's roster on the Exchange. Acceptance Criteria: Comments:"	EmployEE Register	Employee Register - 1. Confirm EE to ER Roster and capture min EE profile
7128	Text	SEE.D.1.Employee Plan Enrollment	"Epic: As an employee I want to enter my enrollment information for myself and my family.Acceptance Criteria:Comments:"	EmployEE Enrollment	EE Plan Enrollment - 1. Capture EE (and family) Enrollment Information
7124	Text	SEE.C.1.EE Quoting/Select QHP	"Epic: 1. As an employee I would like to see what my costs are to buy insurance through my employer sponsored plan Acceptance Criteria: Comments:"	EmployEE View Premium & Select QHP	EE Quoting/Select QHP - 1. Estimate EE cost to provide Health Ins
7120	Text	SEE.B.1.Eligibility/Subsidy Determination	"Epic: As an employee I want to determine if I am eligible for my employer sponsored coverage. Acceptance Criteria: Comments:"	EmployEE Eligibility	Eligibility/Subsidy Determination - 1. If Affordability test not met
7132	Text	SEE.E.1.Life Events	"Epic: 1. As the Exchange I want to maintain the employees accounts Acceptance Criteria:Comments:"	EmployEE Qualifying Events	Life Events - 1. Add /Change / Dependants
7129	Text	SEE.D.2.EE Plan Enrollment	"Epic: As the Exchange I need to calculate the premium payment for the employee Acceptance Criteria:	EmployEE Enrollment	EE Plan Enrollment - 2. Calculate Premium Payment EE/ER

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			Comments:"		
7125	Text	SEE.C.2.EE Quoting/Select QHP	"Epic: As an employee I would like to be able to sort and filter plans for selection Acceptance Criteria: Comments:"	EmployEE View Premium & Select QHP	EE Quoting/Select QHP - 2. Search /Filter QHPs
7121	Text	SEE.B.2.Eligibility/Subsidy Determination	"Epic: As the Exchange I need to validate the employees address"	EmployEE Eligibility	Eligibility/Subsidy Determination - 2. Verify address
7116	Text	SEE.A.2.Employee Register	"Epic: As an employee I want to determine my eligibility for Exchange Services..Acceptance Criteria: Comments:"	EmployEE Register	Employee Register - 2. Determine eligible for Exchange Services (See Verify in Individual)
7133	Text	SEE.E.2.Life Events	"Epic: As an employee I want it to be possible to change my plan selection in the Exchange in relation to life events	EmployEE Qualifying Events	Life Events - 2. Change / Delete/ Update Demographics
7130	Text	SEE.D.3.EE Plan Enrollment	"Epic: As the Exchange I want to notify the employer that their employee's are enrolling in health insurance Acceptance Criteria: Comments:"	EmployEE Enrollment	EE Plan Enrollment - 3. Convey Enrollment to EmployER
7126	Text	SEE.C.3.EE Quoting/Select QHP	"Epic: As an employee I would like to be able to select a QHP Acceptance Criteria: Comments:"	EmployEE View Premium & Select QHP	EE Quoting/Select QHP - 3. Choose a Plan
7122	Text	SEE.B.3.Eligibility/Subsidy Determination	"Epic: As an employee I want to see what my eligibility requirements are through the Exchange if I am an Indian Acceptance Criteria: Comments:"	EmployEE Eligibility	Eligibility/Subsidy Determination - 3. American Indian Citizenship
7134	Text	SEE.E.3.Life Events	"Epic: As an employee I want the ability to add a dependent, delete a dependent etc Acceptance Criteria: Comments:"	EmployEE Qualifying Events	Life Events - 3. Change in life circumstance
7131	Text	SEE.D.4.EE Plan	"Epic: As the	EmployEE	EE Plan

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		Enrollment	Exchange I want to notify the insurer that the employee has enrolled with their plan Acceptance Criteria: Comments:"	Enrollment	Enrollment - 4. Issuer validation of EE
7127	Text	SEE.C.4.EE Quoting/Select QHP	"Epic: As an employee I would like to be able to confirm the selection of my plan after selecting my plan Acceptance Criteria: Comments:"	EmployEE View Premium & Select QHP	EE Quoting/Select QHP - 4. Check out
7123	Text	SEE.B.4.Eligibility/Subsidy Determination	"Epic: As the Exchange I need to determine an employee's eligibility for health insurance through their employer's plan Criteria: Comments:"	EmployEE Eligibility	Eligibility/Subsidy Determination - 4. Determine how the 270 and 271 Eligibility Requirements be defined for SHOP
7118	Text	SEE.A.4.Employee Register	"Epic: As the Exchange I want to stop an employee from registering for employer sponsored coverage if they are not eligible Acceptance Criteria: Comments:"	EmployEE Register	Employee Register - 4. If Affordability test not met
7135	Text	SEE.E.4.Life Events	"Epic: 4.As an employee I want the Exchange to be able to handle my COBRA Acceptance Criteria:Comments:"	EmployEE Qualifying Events	Life Events - 4. COBRA
7119	Text	SEE.A.5.Employee Register	"Epic As an employee I want to register for coverage through the Exchange and attest to being an Indian Acceptance Criteria: Comments:"	EmployEE Register	Employee Register - 5. American Indian/Alaskan Native
7136	Text	SEE.F.1.Re-Enrollment	"Epic: As an employee I want to be able to re-enroll in health insurance Acceptance Criteria: Comments:"	EmployEE Re-Enrollment	Re-Enrollment - 1. Employee Open Enrollment
8010	Text	SEE.G.1.Appeals-Employee	Epic:As an employee I want the ability to appeal an Exchange decision and register complaints with the Exchange.	Appeals	SEE.G.1.Appeals-Employee|Ability to appeal a decision through the Exchange.

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			Acceptance Criteria: Comments:		
7077	Text	SER.A.1.EmployER Anonymous Shopping	"Epic: As an employer I want to shop anonymously for health insurance to see what plans are available to me and how much it will cost. Acceptance Criteria:Comments:"	EmployER Anonymous Shopping	EmployER Anonymous Shopping - 1. Rate comparison, plan availability
7078	Text	SER.B.1.Employer Register	"Epic: 1. As the Exchange I want to capture the minimum data necessary to allow an employer to begin their shopping experience Acceptance Criteria:Comments:"	EmployER Account Setup / Eligibility Determination	Employer Register - 1. Capture minimum ER profile
7080	Text	SER.B.3.Employer Register	"Epic: 3. As an employer I want to create an account on the Exchange Acceptance Criteria:Comments:"	EmployER Account Setup / Eligibility Determination	Employer Register - 3. Create Exchange Acc't
7082	Text	SER.B.5.Employer Register	"Epic: 5. As the Exchange, I would like to notify employers who are not eligible for SHOP. Acceptance Criteria: Comments:"	EmployER Account Setup / Eligibility Determination	Employer Register - 5. Exception Processing
7083	Text	SER.B.6.Employer Register	"Epic: 6. As an employer I would like to enter data to find out if I am eligible to offer benefits to my employees through the Exchange. Acceptance Criteria:Comments:"	EmployER Account Setup / Eligibility Determination	Employer Register - 6. EmployER eligibility data
7084	Text	SER.C.1.Employer Quoting / Select QHP	"Epic: 1. As an employer I would like to define my contribution level to see what my costs will be for offering health insurance to my employees through the Exchange Acceptance Criteria: Comments:"	EmployER Contribution / Tax Credit Determination	ER Quoting / Select QHP - 1. Calculate employer contribution
7085	Text	SER.C.2.Employer Quoting / Select	"Epic: 2.As an employer I would like	EmployER Contribution /	ER Quoting / Select QHP - 2.

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		QHP	to estimate the tax credits I am eligible for through the Exchange Acceptance Criteria:Comments:"	Tax Credit Determination	Estimate Employer Tax Credit
7087	Text	SER.C.4.Employer Quoting / Select QHP	"Epic: 4. As an employer I would like to be able to estimate my total cost for providing health insurance to my employees through the Exchange Acceptance Criteria: Comments:"	EmployER Plan Selection	ER Quoting / Select QHP - 4. Estimate ER cost to provide Health Ins
7088	Text	SER.C.5.Employer Quoting / Select QHP	"Epic: 5.As an employer I would like the capability to search and filter QHPs during my shopping experience on the Exchange Acceptance Criteria:Comments:"	EmployER Plan Selection	ER Quoting / Select QHP - 5. Search /Filter Plans
7089	Text	SER.C.6.Employer Quoting / Select QHP	"Epic: As an employer I would like to choose one or more Qualified Health Plans that I can offer my employees Acceptance Criteria: Comments:"	EmployER Plan Selection	ER Quoting / Select QHP - 6. Choose Level/Plan
7090	Text	SER.C.7.Employer Quoting / Select QHP	"Epic: As an employer I would like to be able to pass this information on to my employees regarding costs and plans offered. Acceptance Criteria: Comments:"	EmployER Plan Selection	ER Quoting / Select QHP - 7. Provide EE affordability guidance
7091	Text	SER.C.8.ER Quoting / Select QHP	"Epic: As an employer once I've selected my plans and entered all my information I would like a process to confirm selections in the Exchange Acceptance Criteria: Comments:"	EmployER Plan Selection	ER Quoting / Select QHP - 8. Check out
7092	Text	SER.D.1.Employee Roster	"Epic: 1. As an employer I would like a simple process for entering my employee information such as	EmployER Enroll / EmployEE Roster Submittal	Employee Roster - 1. Enter minimal EE data

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			Name, Household (plan) type and zip code so they can enroll in health insurance Acceptance Criteria: Comments:"		
7094	Text	SER.D.3.Employee Roster	"Epic: 3.As an employer I would like the Exchange to have a process in place where I can batch upload my employee roster data Acceptance Criteria: Comments:"	EmployER Enroll / EmployEE Roster Submittal	Employee Roster - 3. Batch Roster up-load
7096	Text	SER.D.5.Employee Roster	"Epic: 5.As an Exchange Admin I need to have a process in place to verify that the small business registering on the Exchange is a valid NY company Acceptance Criteria: Comments:"	EmployER Enroll / EmployEE Roster Submittal	Employee Roster - 5. Validate Corp
7097	Text	SER.D.6.Employee Roster	"Epic: As an Exchange Admin I need to have a process in place to notify employees that their employer has enrolled in health insurance through the Exchange and will offer selected plans Acceptance Criteria: Comments:"	EmployER Enroll / EmployEE Roster Submittal	Employee Roster - 6. Convey Enrollment to EmployEEs
7098	Text	SER.E.1.Aggregate Premium	"Epic: 1.As an Exchange Admin I need to have a process in place to aggregate premium payments for enrolled employers Acceptance Criteria:Comments:"	EmployER Bill, Collect, A/P, A/R, Admin	Aggregate Premium - 1. Aggregate Premium Payment
7099	Text	SER.E.2. Aggregate Premium	"Epic: 2. As the Exchange I need to abide by all 820 payment requirements Acceptance Criteria: Comments: An EDI 820 Payment Order/Remittance Advice is an electronic document that can be used to initiate payments and	EmployER Bill, Collect, A/P, A/R, Admin	Aggregate Premium - 2. 820 Payment Requirements

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			send remittance information. EDI stands for Electronic Data Interchange. Companies use EDI to reduce the errors and costs associated with the manual keying of data, and to speed up the process of sending and receiving Purchase 820. A trading partner will send an 820 Payment Order/Remittance Advice to a supplier when payment is made, especially in the case of an Electronic Funds Transfer. This document provides suppliers with the ability to reconcile which invoices have been paid in full for any given payment. EDI is a mature electronic document format that has been carefully defined both by the companies that require their trading partners to use EDI and by standards bodies. The two recognized standards for EDI are ANSI X.12 and UN/EDIFACT. ANSI X.12 is by far the most widely used standard in the United States. UN/EDIFACT is more popular outside the United States, although it is used by US automotive manufactures. Each EDI Payment Order/Remittance Advice document will have data organized into segments and		

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			data elements. Each segment contains at least one data element. Each data element is a data field. The standards bodies have allowed for every conceivable possibility for data on the EDI Payment Order/Remittance Advice document. Any one company will use a small subset of the available choices within the ANS X.12 or UN/EDIFACT standards. Each company that requires its suppliers to use EDI will have an EDI Guide or mapping document. The EDI Guide will specify each segment and data element, the allowable values for each, and the applicable business rules that must be followed. EDI guides are detailed and extensive. It is not unusual for an EDI Guide to be more than 100 pages long."		
7100	Text	SER.E.3.Aggregate Premium	"Epic: 3. As the Exchange I need to be able to seamlessly flow funds from SHOP through Financial Management in order to make payments to employers Acceptance Criteria:Comments:"	EmployER Bill, Collect, A/P, A/R, Admin	Aggregate Premium - 3. Integration between Financial Management and SHOP
7101	Text	SER.F.1.Appeals	"Epic: 1. As an employer I would like to be able to appeal decisions made by the Exchange Acceptance Criteria: Comments:"	Appeals	ER Appeals - 1. Ability to appeal a decision through the Exchange.
7138	Text	SER.G.1.Appeals	"Epic: 1. As an employee I want the	Appeals	Appeals - 1. Ability to appeal a

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			ability to appeal an Exchange decision Acceptance Criteria: Comments:"		decision through the Exchange.
7102	Text	SER.G.1.Monitor and reconcile EE Enrollment	"Epic: 1.As an employer, as my roster changes, I would like the ability to re-estimate my health insurance costs through the Exchange Acceptance Criteria: Comments:"	Reconciliations	Monitor and Reconcile EE Enrollment - 1. Re-Estimate ER costs
7111	Text	SER.G.10.Monitor and reconcile EE Enrollment	"Epic: As the Exchange I need to have a process in place to deal with employer needs (i.e. enrollment) by offering different avenues of communicationAcceptance Criteria:Comments:"	New Hires / Terminations / Account Management	Monitor and Reconcile EE Enrollment - 10. Directing ER to 800 number or mailing address
7103	Text	SER.G.2.Monitor and reconcile EE Enrollment	"Epic: 2. As an employer I would like the ability to offer payroll deduction to my employees through the Exchange Acceptance Criteria:Comments:"	Reconciliations	Monitor and Reconcile EE Enrollment - 2. Present P/R deduction schedule
7104	Text	SER.G.3.Monitor and reconcile EE Enrollment	"Epic: As the Exchange I need to have a process in place to produce invoices for employer list billing Acceptance Criteria: Comments:"	Reconciliations	Monitor and Reconcile EE Enrollment - 3. First Invoice
7105	Text	SER.G.4.Monitor and reconcile EE Enrollment	"Epic: 4.As the Exchange I need to have a process in place to calculate an employer's tax credits Acceptance Criteria: Comments:"	Reconciliations	Monitor and Reconcile EE Enrollment - 4. ER Tax Credit
7106	Text	SER.G.5.Monitor and reconcile EE Enrollment	"Epic: 5.As the Exchange I need to have a notification process in place to let issuers know when employees and employers have enrolled in their plans	Reconciliations	Monitor and Reconcile EE Enrollment - 5. Plan Notification

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			Acceptance Criteria: Comments:		
7107	Text	SER.G.6.Monitor and reconcile EE Enrollment	"Epic: 6.As the Exchange I need the ability to notify employees that their employers are offering health insurance through the Exchange Acceptance Criteria: Comments:"	Reconciliations	Monitor and Reconcile EE Enrollment - 6. EE Notification
7108	Text	SER.G.7.Monitor and reconcile EE Enrollment	"Epic: 7.As an employer I would like the ability to add/change/delete employees' information on my roster Acceptance Criteria: Comments:"	New Hires / Terminations / Account Management	Monitor and Reconcile EE Enrollment - 7. Add /Change / Delete Census
7109	Text	SER.G.8.Monitor and reconcile EE Enrollment	"Epic: 8.As an employer I would like to be able to update my information as it changes throughout the year Acceptance Criteria: Comments:"	New Hires / Terminations / Account Management	Monitor and Reconcile EE Enrollment - 8. Change / Delete/ Update Demographics
7110	Text	SER.G.9.Monitor and reconcile EE Enrollment	"Epic: 9.As the Exchange I need to be able to handle changes in employee life events Acceptance Criteria: Comments:"	New Hires / Terminations / Account Management	Monitor and Reconcile EE Enrollment - 9. Change in life circumstance
7114	Text	SER.H.2.ER Enrollment	"Epic: As an employer I need the ability to change my benefit offerings to my employees before a subsequent open enrollment period Acceptance Criteria: Comments:"	EmployER Re-enroll	ER Enrollment - 2. Change my plan offerings during open enrollment period
7183	Text	SER.I.1.Process Authorized Broker/Agents	"As a NY-HX Administrator, I need to maintain an up to date listing of certified brokers."	1. Add-Change-Delete (ACD) authorized Broker/Agents	Brokers/Agents SHOP - 1. Add-Change-Delete (ACD) authorized Broker/Agents
7185	Text	SER.I.3.SHOP ER Authorized Broker	"As an employer I need to be able to designate a Broker/Agent of record through the NY-HX."	3. SHOP ER authorizes Broker/Agents.	Brokers/Agents SHOP - 3. SHOP ER authorizes Broker/Agents.
7187	Text	SER.I.5.Identity of Employer	"As a Broker/Agent, I would like to be able to access the NY-HX system using the identity of Employers I represent."	5. Access to take on identity of an Employer in their Portfolio	Brokers/Agents SHOP - 5. Access to take on identity of an Employer in their Portfolio

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7188	Text	SER.I.6.Capture Broker/Agent Metrics	"As a DOH Administrator, I need to generate reports showing enrollment and other activities of Brokers/Agents."	6. Capture Broker/Agent activity metrics	Brokers/Agents SHOP - 6. Capture Broker/Agent activity metrics