Collections Applied Report – Higher Ed Only

Agency Benefit Coordinator
Virtual Training

Presented by: The Education and Outreach Team

Presented by:

Zachary Colona

Ebony Davidson

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Reporting – Higher Ed

This report shows all the monthly deductions/refunds for insurance coverage of each employee at an agency.

- When running manually, if the date you enter in the report's prompt is in the future, it will be called " Premiums Due Report".
- When running manually, if the date you enter in the report's prompt is in the past, it will be called "Collections Applied Report".

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Collections Applied vs. Premiums Due Reports

Collections Applied Report

- The collections applied report is your confirmed bill. It shows what Benefits Administration (BA) will deduct from your Agency's account on the 15th of the month.

Premiums Due Report

- The premiums due report is your anticipated bill. The Premiums Due report is an estimate.

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How to Run a Collections Applied Report Manual vs Automatic

There are two ways to run your collections applied report every month:

- Automatically- Is delivered to you in the form of an email monthly.
  Note: This must be set up in Edison.
- Manually- Can be run at anytime of the month.

Note: Instructions are available on the Partners for Health website.

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Where to Find Instructions to Set up Automatic Report?

1. www.tn.gov/partnersforhealth
2. Click on "Agency Benefit Coordinator" tab.
3. Click on "Edison Information".
4. Click on "How to Automatically Receive Collections Applied Report by Email".

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Where to Find Instructions to Run Report Manually?

1. www.tn.gov/partnersforhealth
2. Click on "Agency Benefit Coordinator" tab.
3. Click on "Zendesk Tab".
4. Click on "Zendesk Website."
5. Type in search bar "How Do I Run a Collections Applied Report?"

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Let's Take a Look...

State of Tennessee
Collections Applied Report
for July 2020 Coverage

Department: 0000000000 - Oceana County
Position Number: 12345678 - Insurance Participant

Page: 1
Run Date 14-JUL-2020
Run Time 12:23:33.000000_PM

Last 4 of SSN	Emplid	Name	Plan Type	Benefit Plan	Benefit Plan Description	Coverage Level	Coverage Level Description	Employer Amount	Employee Amount	Total Amount	Employee Count
-0001	00000000	ARMOUR,Al	Medical	PPLV1M	Limited PPO BCBS Middle	A	Single	0.00	481.00	481.00	
-0002	00000000	ARMOUR,AL	Dental	PDON	Dental Preferred Provider	A	Single	0.00	23.64	23.64	
-0003	00000000	Anderson,Ash B	Medical	PPLV1M	Limited PPO BCBS Middle	A	Single	0.00	481.00	481.00	
-0004	00000000	Anderson,Ash B	Dental	PDON	Dental Preferred Provider	A	Single	0.00	23.64	23.64	
-0005	00000000	Baker,Trey R	Medical	PPLV3M	Limited PPO Cigna LP Middle	A	Single	0.00	481.00	481.00	
-0005	00000000	Barrett,Stephanie T	Medical	PPLV1M	Limited PPO BCBS Middle	A	Single	0.00	481.00	481.00	
-0006	00000000	Bass,Jeremy T	Medical	PPLV2S	Limited PPO Cigna OAP	A	Single	0.00	521.00	521.00	
-0007	00000000	Beltz,Carol J	Medical	PPLV1M	Limited PPO BCBS Middle	A	Single	0.00	481.00	481.00	
-0008	00000000	Bow,Kim D	Medical	PPLV1M	Limited PPO BCBS Middle	D	Employee + Child(ren)	0.00	747.00	747.00	
-0009	00000000	Bow,Kim D	Dental	PDON	Dental Preferred Provider	D	Employee + Child(ren)	0.00	54.36	54.36	
-0010	00000000	Bowman,Karen E	Medical	PPLV1M	Limited PPO BCBS Middle	D	Employee + Child(ren)	0.00	747.00	747.00	
-0011	00000000	Bowman,Karen E	Dental	PDON	Dental Preferred Provider	D	Employee + Child(ren)	0.00	54.36	54.36	
-0012	00000000	Boyd,John M	Medical	PPLV3M	Limited PPO Cigna LP Middle	A	Single	0.00	481.00	481.00	
-0013	00000000	Boyd,John M	Dental	PDON	Dental Preferred Provider	B	Family	0.00	87.50	87.50	

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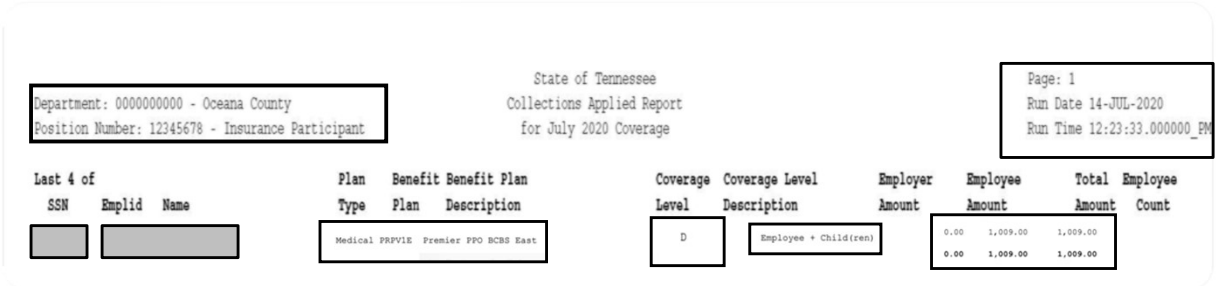
Let's Take a closer Look...



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Let's Take a Look...

- As an alternative , you can also download this report as a CSV file. This will allow you to filter and manipulate the report if necessary.

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Let's Take a Look...

	State of Tennessee	Page: 1									
Department:	00000000	-	TN State Emplc	Collection:	Run Date	22-Sep-17					
Position Number:	00000000	-	Insurance Parti	for Septen	Run Time	11:28:26.000000_AM					
Last 4 of	Plan	Benefit	Benefit Plan	Coverage	Coverage	Employer	Employee	Total	Employee		
SSN	Emplid	Name	Type	Plan	Descriptio	Level	Descriptio	Amount	Amount	Amount	Count
0000	00000000	Car Jr,Joe	Medical	PPOV1M	Standard PPO BCBS Middle			0	702	702	
0000	00000000	Carroll,Terry	Medical	PPPV1M	Partners PA		Single	0	695	695	
0000	00000000	C,Timothy A	Medical	PPPV1M	Partners PB		Family	0	1,875.00	1,875.00	
0000	00000000	Darden,LeAnn C	Medical	PPPV3M	Partners PC		Employee	0	1,493.00	1,493.00	
0000	00000000	Dauphin,Christoph	Medical	PPPV1M	Partners PB		Family	0	1,875.00	1,875.00	
0000	00000000	Moffett,Leslie	Medical	PPPV1E	Partners PA		Single	0	695	695	
0000	00000000	Mcadoo,Latoya R	Medical	PPPV3M	Partners PB		Family	0	1,875.00	1,875.00	
0000	00000000	O'Bryan,Shannon I	Medical	PPOV3M	Standard PC		Employee	0	1,508.00	1,508.00	
0000	00000000	Overholser,Peter M	Medical	PPPV1M	Partners PB		Family	0	1,875.00	1,875.00	
0000	00000000	Pittman,Johsua M	Medical	PPPV1M	Partners PA		Single	0	695	695	
0000	00000000	Plea,Sandy D	Medical	PPPV1M	Partners PA		Single	0	695	695	
0000	00000000	Robb,Brenda G	Medical	PPPV3M	Partners PA		Single	0	695	695	
0000	00000000	Rollens,June	Medical	PPPV3M	Partners PA		Single	0	695	695	
0000	00000000	Stamps,Randy H	Medical	PPOV1M	Standard PA		Single	0	702	702	
0000	00000000	Stephens,James R	Medical	PPOV1M	Standard PA		Single	0	702	702	
0000	00000000	Williams,Sherry	Medical	PPPV3M	Partners PA		Single	0	695	695	
Position Totals:	0	17,472.00	17,472.00	16							
Department totals	(amount to be dedu	0	17,472.00	17,472.00	16						
Breakdown of	Medical	Coverage	by Benefit Plan	and Coverage Level for your Reference							
	PPOV1M	Standard PPO BCBS	A	Single	0	1,404.00	1,404.00	2			
	PPOV1M	Standard PPO BCBS	Middle		0	702	702	1			
Total for:	Medical	PPOV1M	Standard PPO I	0	2,106.00	2,106.00	3				
	PPOV3M	Standard PPO Cign	C	Employee	0	1,508.00	1,508.00	1			
Total for:	Medical	PPOV3M	Standard PPO (	0	1,508.00	1,508.00	1				
	PPPV1E	Partners Promise E	A	Single	0	695	695	1			
Total for:	Medical	PPPV1E	Partners Promi	0	695	695	1				
	PPPV1M	Partners Promise E	A	Single	0	2,085.00	2,085.00	3			
	PPPV1M	Partners Promise E	B	Family	0	5,625.00	5,625.00	3			
Total for:	Medical	PPPV1M	Partners Promi	0	7,710.00	7,710.00	6				
	PPPV3M	Partners Promise C	A	Single	0	2,085.00	2,085.00	3			
	PPPV3M	Partners Promise C	B	Family	0	1,875.00	1,875.00	1			
	PPPV3M	Partners Promise C	C	Employee	0	1,493.00	1,493.00	1			
Total for:	Medical	PPPV3M	Partners Promi	0	5,453.00	5,453.00	5				
Total for:	Medical	RETRO	Inactive Benefi	0	0	0	0				
Total for:	Medical			0	17,472.00	17,472.00	16				
Report ID: TN8A138	Pay End Date: 31-AUG-2017										

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0000	00000000	Rollens,June	Medical	PPPV3M	Partners P	A	Single	0	695	695	
0000	00000000	Stamps,Randy H	Medical	PPOV1M	Standard	A	Single	0	702	702	
0000	00000000	Stephens,James R	Medical	PPOV1M	Standard	A	Single	0	702	702	
0000	00000000	Williams,Sherry	Medical	PPPV3M	Partners P	A	Single	0	695	695	

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Any Questions?

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