



MEMBER CENSUS REPORT

What is captured in this report?

The Member Census Report is a snapshot of all member data for a specified date in time. This report contains member name, date of birth, coverage effective dates, address, plan coverage levels, department (if available), benefit plan names, and date of hire (if applicable).

Why run this report?

This report is used to review member information and determine if any corrections are necessary. It is also used to create and filter specific member data. For example, a user may run this report and then filter to capture all dependents who will reach age 26 during the calendar year. The user may then analyze this data to know when the dependent children are scheduled to be terminated from their plan.

What are the required data parameters?

Users creating this report must enter a specific date in time (e.g., 04/01/2021). If a user does not enter a specific date, the data in the report will reflect information in the system as of the last data refresh. Users also must select a single benefit coverage to display.

What time periods are available?

The data is refreshed nightly and is available as far back as 36 months from the current month.

Glossary of Terms

For a complete glossary of terms, please see the Getting Started Guide.