



MEMBER COUNTS REPORT

What is captured in this report?

The Member Counts Report is a snapshot of the number of enrolled members by product (e.g., medical, dental, or vision coverage) for a specified date in time. This report contains group name and number, product, plan name, department, and counts by coverage level (if applicable).

Why run this report?

This report is used to review active membership counts at a point in time. It is also used to create and filter specific plan and department counts. For example, a user may run this report and then filter by plan to assess participation or migration between plans. The user may then analyze this data to identify the employee, spouse and dependent children counts to further help the user make decisions regarding plan continuation or termination, how to market the plan to a membership population, and how to budget for claims based upon the counts per plan.

What are the required data parameters?

Users creating this report must enter a specific date in time (e.g. 10/01/2020). 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 their preferred aggregation; by group, by plan, by department, or by plan within department, or department within plan.

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.