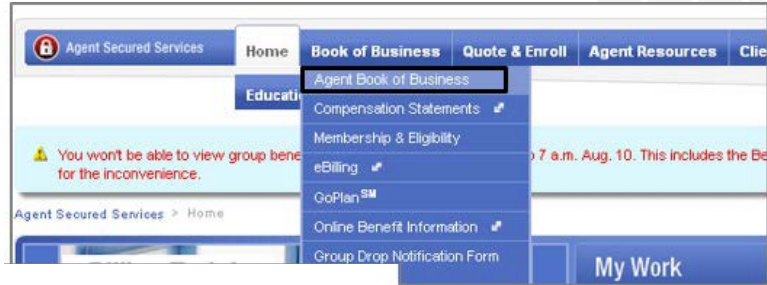




Locating the New Hire Waiting Period (NHWP)

Blue Cross® Blue Shield® of Michigan allows agents to view a groups’ NHWP through Agent Secured Services on bcbsm.com

1. Within the Agent Portal, the Book of Business tab, select “Agent Book of Business” from the drop-down menu.



2. Key the group number in the search box, change the search criteria box to “Group Number,” then click “Search.”

3. To open a group, click on their name from the results list. On the main group profile, select the third tab called “Demographics.” Locate the row labeled “New Hire Waiting Period.” See the chart below to decipher the carrier codes.

Note: If a group has multiple NHWPs or a non-standard NHWP, Agent Book of Business will display “See Agreement on File” or “SPN.” If you see this listed on a group, please contact TGG Solutions for the specific group details.

Demographic Detail	
Rating Type	REFORM - OFF SHOP
SIC	0912
Benefit Effective Date	2016-03-01
Rate Renewal Date	2017-03-01
Billing Cycle Day	01
New Hire Waiting Period	S3-90
Rehire Narrative	-
Days Past Due	0
Paid to Date	2016-09-01
Billing Status	Process of being billed
# Enrolled Contracts	6

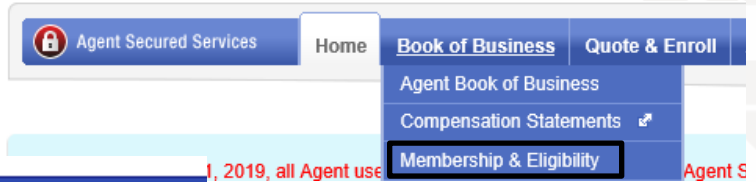
New Hire/Rehire Option	BCBSM Code	BCN Code
The employee coverage will be effective the date of hire/rehire.	S2	01
The employee coverage will be effective the first billing date following the date of hire/rehire.	S4	16
The employee coverage will be effective the first billing date following thirty (30) days from the date of hire/rehire.	S30	17
The employee coverage will be effective the 31 st day from the date of hire/rehire.	S3-30	02
The employee coverage will be effective the first billing date following sixty (60) days from the date of hire/rehire.	S60	18
The employee coverage will be effective the 61 st day from the date of hire/rehire.	S3-60	08
The employee coverage will be effective the 91 st day from the date of hire/rehire.	S3-90	10



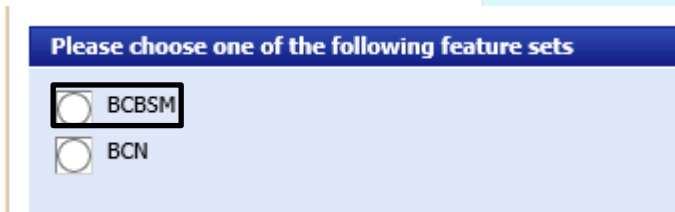
Locating the New Hire Waiting Period (NHWP)

The NHWP can also be accessed within the Agent Portal Book of Business tab.

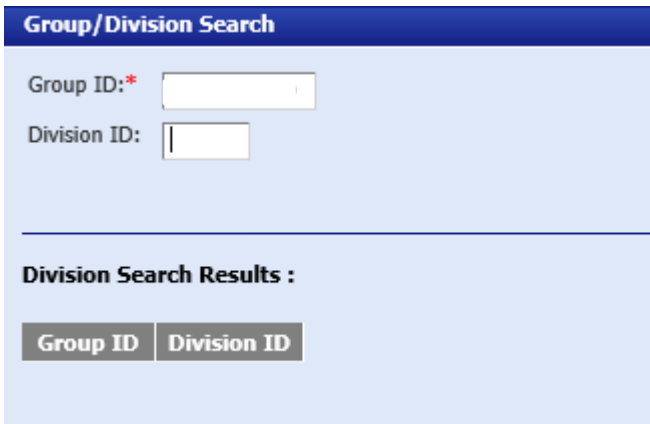
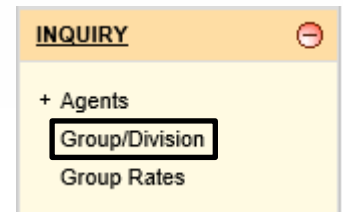
1. Select Membership and Eligibility from the dropdown box.



2. Click the toggle for BCBSM



3. On the left hand side, click Inquiry then Group/Division. Enter the group number and division number (if available).



4. If the division number was not provided, the screen will list all divisions for the group. Click on the correct division.
5. Under the division information tab, you will see New Hire Agreements. If this shows "Effective date is based on your groups' new hire rule" then most likely the group has different waiting periods for different types of employees.

