

How to run the Qualified Beneficiary Summary Report



You will pull your report according to the instructions below. Once you have your report, you will review the column labeled EventTypeDesc (Column O) that houses the termination reason/event type.

For subsidy eligible event type reasons, reference chart located [here](#).

NOTE: The only information that needs to be reviewed is the above-mentioned column. This is under the Member Information section at the top of the report. All other information can be ignored.

- Log into COBRApoint
- To the left of the page, click “Imports & Reports”
- Choose “Standard Reports”
- Click “Qualified Beneficiary Summary”
- This screen will come up:

Mask SSN on report

Insurance Type Statuses *

ALL Insurance Type Statuses

E (Enrolled)

E45 (Enrolled and in 45 Day Grace Period)

P (Pending)

PR (Pending Received)

TE (Terminated Enrolled)

TP (Terminated Pending)

Terminated in the last number of days (only applies to TE/TP) *

REPORT FORMAT

- Adobe Reader Format
- Comma Separated Values Text File
- Microsoft Access Database File
- XML File

- Client Name will automatically populate
- Division section should be “All”
 - If needed, please adjust to that status
- Under Insurance Type Statuses, click on box at top to select **all** status’s
 - This should populate ALL status’s as checked
 - For an expanded definition of status, please click [here](#)
- In the box “Terminated in the last number of days enter 1200 days (this will capture any QBs in a TP status that could possibly qualify for the subsidy and would have had coverage 4/1/2021 IF they had elected)
- In the “Report Format” box, select Comma Separated Values Text File
- Ensure email address is correct for delivery of the report or populate with your information
- Click “Run Report”