



eExchangeRenewal Reference Guide

Benefits Management Made Easy

Blue Cross and Blue Shield of Louisiana has partnered with Benefitfocus* to streamline electronic data interchange (EDI) transactions. eExchange simplifies the transmission and transformation of employee benefit eligibility data from employer to insurance carrier. It helps eliminate the staggering costs and technical requirements that can cause headaches for your organization. eExchange is the smart solution for EDI - it's fast, secure and accurate.

Highlights of eExchange

- Skilled Implementation Consultants
- Comprehensive Tool

- Ongoing Support
- Flexible File Formats
- File Summary Reports

Why eExchange?

- · Ensures EDI accuracy by adding validations, threshold safeguards and business rules during file processing
- · Provides summary reports for each file that include file activity and data discrepancies that allow for visibility into data quality
- · Includes setup of a secure file transfer protocol (SFTP) site for each file transmission and report retrieval
- Provides a dedicated support team to manage file implementation, ongoing production inquiries and renewal coordination

What will eExchange provide you?

- · Implementation consultant to provide support during the entire group implementation process
- Technical production support team to offer production and renewal coordination
- · Setup documentation including file specification, account structure, and SFTP credentials
- Annual audit results of your full population compared to your processing systems
- Implementation project timeline with target dates
- Standard test scenarios
- · File summary reporting to identify invalid data
- Training on steps to reconcile discrepancies

Next Steps

Email marketingenrollment@lablue.com to get started.

*Benefitfocus is an independent company providing Electronic Data Interchange (EDI) services to Blue Cross and Blue Shield of Louisiana and HMO Louisiana, Inc.



It's never too early to start thinking about your renewal!

As our number one priority, we want to ensure that you have all of the tools available to make the enrollment and renewal process as smooth as possible.

To help us prepare for the next participation period, please reference the guide below.



Questionnaire sent 60 - 90 days prior to renewal date





Renewal is finalized with any plan changes with Louisiana Blue

All plan code changes will need to be accounted for with the future participation period.





Updated Group Profile is delivered

Your profile will be delivered to your Customer Success Manager and your file submitter.





File submitter completes updates (as needed) to deliver Open Enrollment File

In the event there are significant changes to the plan structure, please ensure additional time is delegated for testing (at least 30 days prior to renewal date).





Benefitfocus receives and processes file

Within 48 hours of receipt, our Customer Success Manager will ensure quality assurance practices are completed and the file is delivered to Louisiana Blue.

File Summary Reports will also be posted to your SFTP.

Louisiana Blue will process the file within 3-5 business days. Once membership has been loaded, any ID Cards, Member Packets and Secure Portal Changes will be updated within 2 business days.