How-Tos for ABCs

Using the Query Tool

















Health Options -

Other Benefits -

Publications -

Annual Enrollment -

Customer Service

Premiums Agency Benefits Coordinators

Step 1: Start on the Partners for Health website







Health Options ▼

Other Benefits •

Publications ▼

Annual Enrollment ▼

Benefits Contact Information Premiums

dinators

Videos

Agency Benefits Coordinators

2024 Summer Training

ABC Guides

ABC Query Tool

Death Claim Process

Edison Information

Forms

HIPAA

Step 2:

Navigate to the **ABC Query Tool**

Update

Administration

Conference Call Notes Archive and Re

Agency Benefits Coordinator

The Agency Benefits Coordinator, or ABC, se

PARTNERS FOR HEALTH

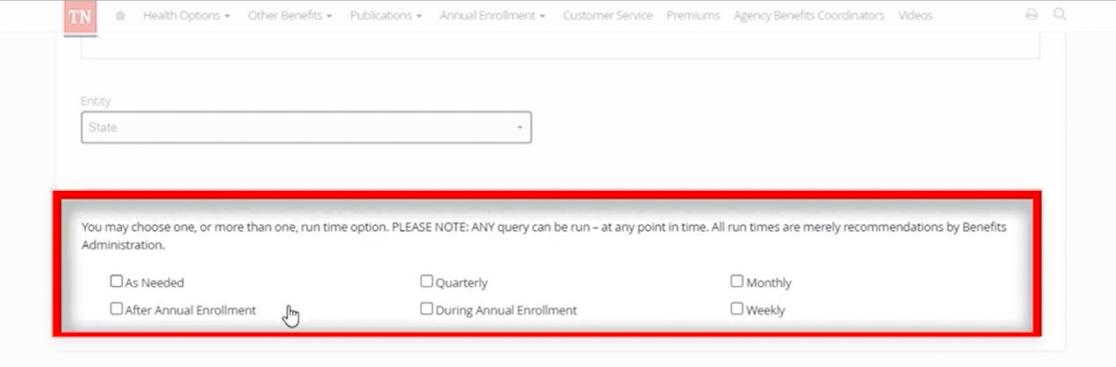
As Needed

Health Options ▼ Other Benefits ▼ Publications ▼ Annual Enrollment ▼ Customer Service Premiums Agency Benefits Coordinators Videos

HETBR/HEUTN

TN_BA01_DEPENDNT_DEMOG





Step 4 (optional): Select the checkboxes for recommended run times

Intended Results

Lists the queries that an ABC has access to

Shows employees' dependent demographics – including the date of the last update.

Shows dependents ap birthday (also known a a date range – such as

Listing of dependents the age of 26 next mor month following the cr running the query). Cu



RECOMMENDED: Select your entity before using the 'search all data' function

Search all data

rehire

Entity

Step 5 (optional): Type relevant keywords in the search bar

un times are merely recommendations by Benefits

Monthly

Weekly

1 to 1 of 1 records (filtered from 262 total entries)

State

Ĭn_BA361_REHIRE_WITHIN_13_WKS

From Action Date - To Action Date

Veekly

Shows state employee rehired within 13 week

1 to 1 of 1 records (filtered from 262 total entries

First P



RECOMMENDED: Select your entity before using the 'search all data' function

Search all data

<u>Step 6</u>:

When you have found a query to run, highlight the query name

As Needed

Quarterly

Monthly

After Annual Enrollment

During Annual Enrollment

☑ Weekly

1 to 1 of 1 records (filtered from 262 total entries)

> Shows state employee rehired within 13 weel

Intended Results

State

TN_BA361_REHIRE_WITHIN_13_WK

From Action Date - To Action Date

Weekly

First P



A Q

1 to 1 of 1 records (filtered from 262 total entries

As Needed

Quarterly

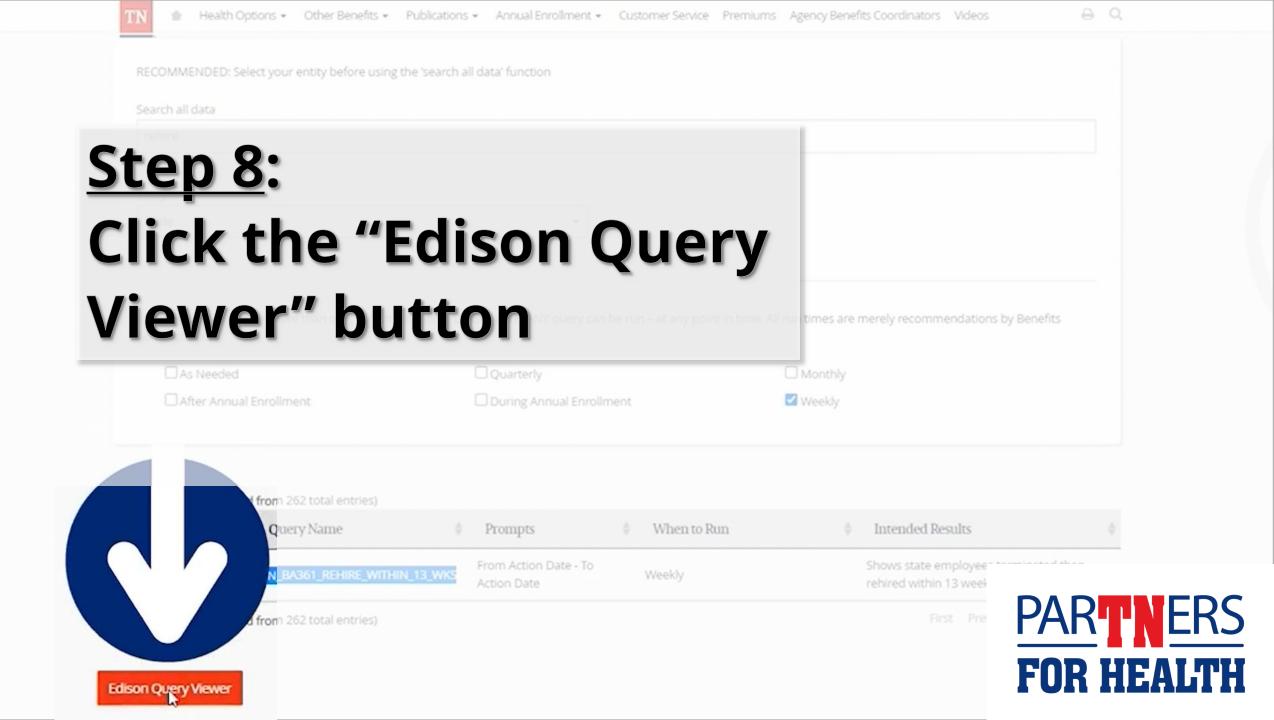
Monthly

After Annual Enrollment

During Annual Enrollment

☑ Weekly

PARTNERS
FOR HEALTH





Step 9:

Enter your Edison log in information

Sign In:								
Enter your Access ID.								
Access ID:								





Step 10: Right click in the search box and select "paste" or ctrl + v to paste your query



uery Viewer

er any information you have and click Search. Leave fields blank for a list of all values.



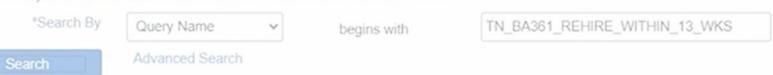
Step 11: Click "Search"





iery Viewer

er any information you have and click Search. Leave fields blank for a list of all values



arch Results

Now, you may run, schedule or favorite your query

uery Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
N_BA361_REHIRE_WITHIN_13_WKS	Ter/Ret - rehired w/in 13 wks	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

