



# Enrollment Management Module (EMM)

## Introduction

The Enrollment Manager allows users to shop for Medicaid plans in addition to Qualified Health Plans (medical and/or dental coverage) in kynect. Agents and kynectors may access the EMM by navigating to the individual’s kynect benefits dashboard and clicking Enrollment Manager or Health Plans to display their current enrollments (if any), and to perform other various actions.

### **Residents can use the EMM to take the following actions...**

- ✓ Add a new QHP plan (with or without assistance)
- ✓ Change an existing QHP plan
- ✓ Change the APTC for an enrollment
- ✓ Add or remove an individual to a QHP plan
- ✓ Disenroll from a QHP plan
- ✓ Cancel a QHP plan
- ✓ View Historical QHP Plans
- ✓ Make Initial Payment

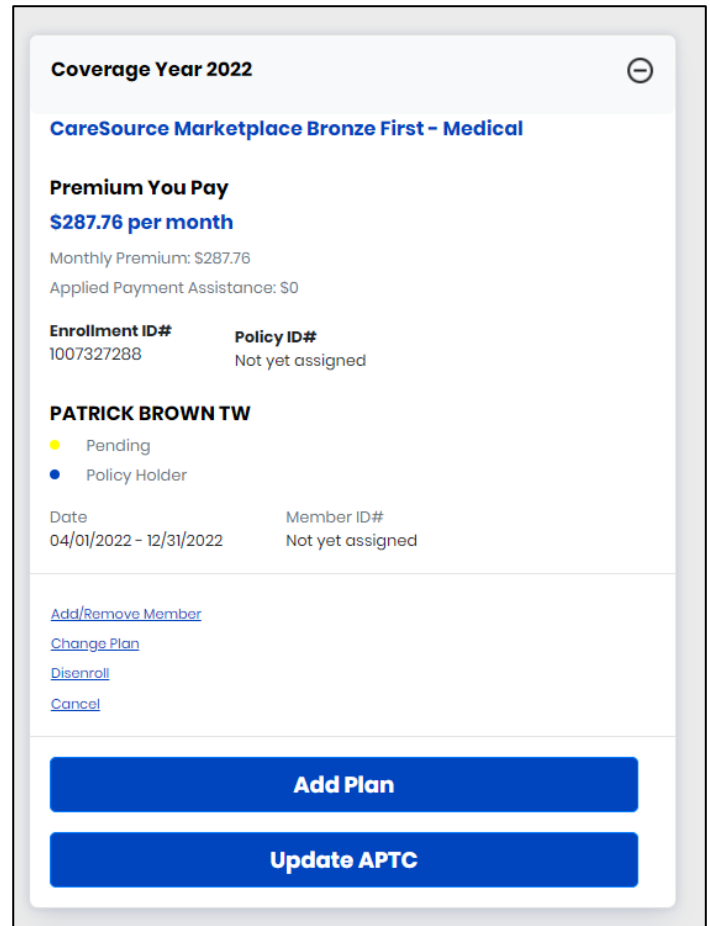
## How do I navigate the EMM?

Users can select the following options found on the enrollment tile to take action on their account:

**Add/Remove Member:** Currently enrolled members can be removed from the plan and eligible members can be added to the plan.

**Change Plan:** Individuals can change their selected plan if desired. They can change plans anytime during Open Enrollment. If outside Open Enrollment, the user will be prompted for a Special Enrollment reason which will require validation.

**Disenroll:** All members active on the plan will be disenrolled once confirmed by electronically signing on the **Sign and Submit** screen.



**Coverage Year 2022**

**CareSource Marketplace Bronze First - Medical**

**Premium You Pay**  
**\$287.76 per month**  
 Monthly Premium: \$287.76  
 Applied Payment Assistance: \$0

**Enrollment ID#** 1007327288      **Policy ID#** Not yet assigned

**PATRICK BROWN TW**

- Pending
- Policy Holder

Date: 04/01/2022 - 12/31/2022      Member ID#: Not yet assigned

[Add/Remove Member](#)  
[Change Plan](#)  
[Disenroll](#)  
[Cancel](#)

**Add Plan**

**Update APTC**

**Cancel:** Members can cancel the enrollment the same day it was initiated, or if it is in ‘Pending Verification’ status.

**Add Plan:** Users can shop for other available plans.

**Update APTC:** Users can update the amount of APTC being applied to their enrollment. See Page 2 for more detail.

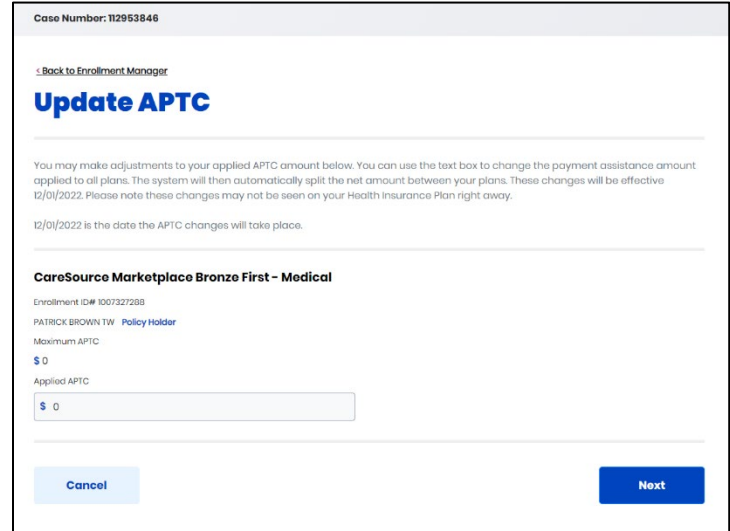




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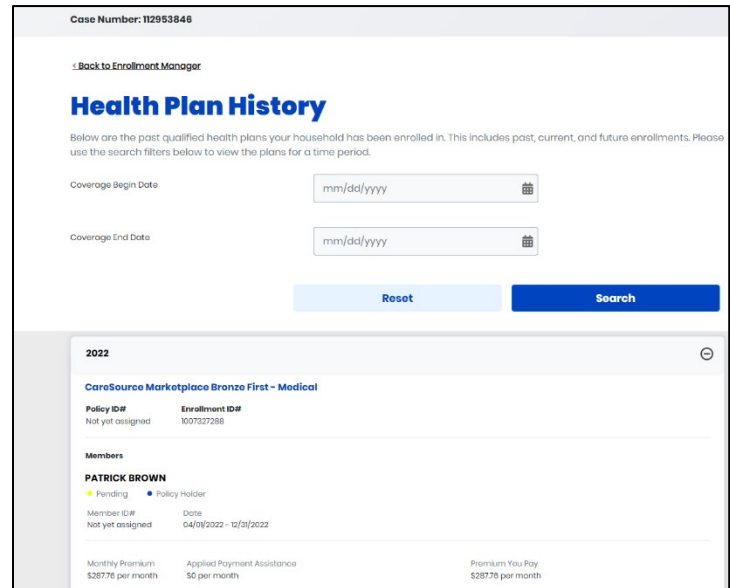
### Update APTC

Users can select **Update APTC** using the text box to change the amount of Payment Assistance applied to the selected plan. The **Update APTC** screen displays the selected plan, enrollment ID, policy holder, the maximum amount of APTC available, and the amount of APTC currently applied.



### View QHP History

Users can select **View QHP History** to view the past QHPs their household has been enrolled in. This includes past, current, and future enrollments. Search filters can be used to view plans for a selected time period.



### View Maximum APTC Summary

Users can select **View Maximum APTC Summary** to view their Maximum Payment Assistance amount and Computation Date.

