



Small Group

*EmployeeElect*

# Plan Comparison Tool

## Getting Started



Use the arrow keys on your keyboard to move forward and backward through this tutorial >>>

# Getting Started contents

1. Overview
2. Download and Save
3. Security Levels & Macros
4. Core Features vs. More Features
5. Compare Plan Options
6. Format to Print
7. Additional Formats
8. Print & Preview Options
9. Footnotes, Exclusions & Limitations
10. Updates & Revision Cycles
11. Help & Support

# Overview

**Small Group**  
**EmployeeElect Plan Comparison**

presented by: *Enter your name/agency name here*  
for: *Enter the Group name you are presenting to*

Plan Option 1   Plan Option 2   Plan Option 3

Plan Name >	Select A Plan Name >	Select A Plan Name >	Select A Plan Name >
Unique Value >	IN/A	IN/A	IN/A
Offered By >	IN/A	IN/A	IN/A
Contract Code >	IN/A	IN/A	IN/A
Brochure Order No. >	IN/A	IN/A	IN/A
<input checked="" type="checkbox"/> First-Dollar Coverage/ Plan Allocation In-network	IN/A	IN/A	IN/A
<input checked="" type="checkbox"/> First-Dollar Coverage/ Plan Allocation Out-of-network	IN/A	IN/A	IN/A
<input checked="" type="checkbox"/> Maximum Lifetime Covered Charges Paid by Anthem Blue Cross In-network and Out-of-network combined	IN/A	IN/A	IN/A
<input checked="" type="checkbox"/> Annual Out-of-Pocket Maximum In-network	IN/A	IN/A	IN/A
<input checked="" type="checkbox"/> Annual Out-of-Pocket	IN/A	IN/A	IN/A

**Quick Start (all more features)**  
1. Select up to 3 plans from the drop-down menus to compare.  
2. Click on the **FORMAT** button to auto-size row height.  
3. Click on the **PRINT** button.

**Quick Start (In-network only)**  
1. Select up to 3 plans from the drop-down menus to compare.  
2. Click on the **IN-NETWORK ONLY** button.  
3. Click on the **PRINT** button.

drop-down menus to compare  
2. Click on the **FORMAT** button  
3. **CLOSE** each row you don't want to display by clicking on the "X" boxes to the left of that row  
4. Click on the **PRINT** button.

Wouldn't it be great if you could generate a quick summary of a few select plans and their features for your small business prospects on the fly?

Now you can! The EmployeeElect Plan Comparison Tool allows you to compare up to 3 EmployeeElect plans side-by-side.

And...you can download it to your computer or laptop.

# Overview: Key Components & Functions

The screenshot shows the 'EmployeeElect Plan Comparison' tool interface. At the top, there's a header with 'Small Group' and 'Anthem Blue Cross' logos. Below the header, there's a form for 'presented by:' and 'for:' with red circles around the input fields. The main area is a table with three columns labeled 'Plan Option 1', 'Plan Option 2', and 'Plan Option 3'. Each column has a 'Plan name >' dropdown menu. The table rows include 'Unique Value >', 'Offered By >', 'Contract Code >', 'Brochure Order No. >', and several benefit categories with 'X' checkboxes: 'First-Dollar Coverage/ Plan Allocation In-network', 'First-Dollar Coverage/ Plan Allocation Out-of-network', 'Maximum Lifetime Covered Charges Paid by Anthem Blue Cross In-network and Out-of-network combined', 'Annual Out-of-Pocket Maximum In-Network', and 'Annual Out-of-Pocket'. On the right side, there are buttons for 'FORMAT ALL ROWS', 'IN-NETWORK ONLY', and 'PRINT'. Below these buttons are two 'Quick Start' instruction sections. At the bottom, there are navigation tabs: 'Getting Started', 'Core Features', and 'More Features'. Red callouts point to various elements: 'Navigation Buttons or Tabs' points to the bottom tabs; 'Close Option Boxes' points to the 'X' checkboxes; 'Features' points to the benefit categories; 'Benefit Display Area' points to the table cells; 'Plan Option Drop-Down Menus' points to the 'Plan name >' dropdowns; and 'Quick Start Instructions' points to the right-side instruction boxes.

**Personalization Fields**  
(in this area, enter your name/agency name and the Group's name you are presenting to)

Navigation Buttons or Tabs

Close Option Boxes (collapses the line item for 'More Features' customization)

Features

Benefit Display Area

Plan Option Drop-Down Menus

Quick Start Instructions

# Download & Save

## Save directly to your computer

- **Right-click** on link
- Select **Save Target As**
- Save the Comparison Tool to your **desktop or desired folder**

**TechTip:** If you do not rename the Comparison Tool when you save it to your computer, downloads of future versions to the same location will simply replace the outdated file.

### • Agents/Brokers

Easy for you and your new groups too!

#### Your Small Group EmployeeElect Interactive You Choose

Is carrying 21 Summary of Features brochures in your briefcase weighing you down? Do your Small Group Employer prospects start to sweat when you unfold the You Choose brochure?

The **EmployeeElect Plan Comparison Tool** is a convenient interactive tool that brings the best of the *You Choose* plan benefits from the *Summaries of Features* to you and your sales meeting. It is a Microsoft Excel workbook with programmed navigation buttons to simplify the user experience you have never worked with Excel. Once you save the tool to your computer and open it, comparing plans is as simple as opening your plans, choose your formatting option and print.

The **EmployeeElect Plan Comparison Tool** is a resource developed to allow you to compare up to three EmployeeElect plans and their features side-by-side. The tool is complete and ready to use. Simply download a copy to your computer and take it to your laptop with you for your next small business enrollment meeting.

- [Getting Started Tutorial \(PowerPoint | PDF | Excel | PDF\)](#)
- [EmployeeElect Plan Comparison Tool \(Excel\)](#)

**Note:** The benefit content presented in the EmployeeElect Plan Comparison Tool posted on this site reflects the same content as its respective printed sales brochure(s). The EmployeeElect Plan Comparison Tool revision date is in the lower-right corner of your printed results when you print a sample comparison.

Simple. Convenient. Accessible. Portable.

#### Questions?

Please contact your Regional Sales Manager or call Agent Support at (800) 678-4466.

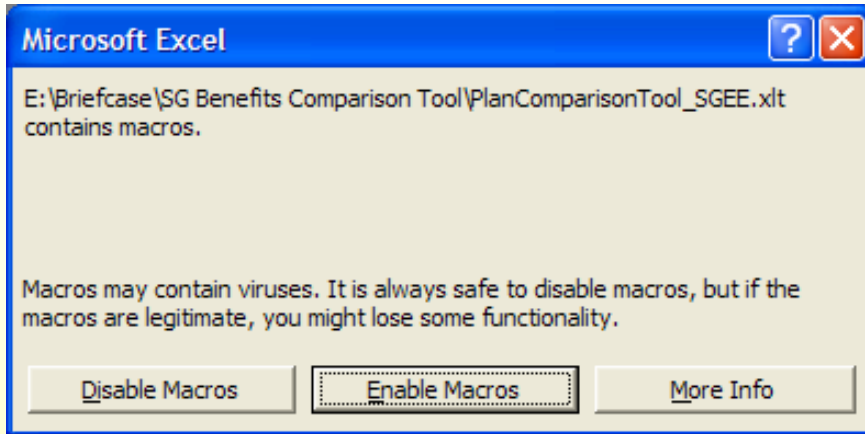


- Open
- Open in New Window
- Save Target As...
- Print Target
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Properties

# Download & Save: The Details

- Saving the **Comparison Tool** directly to your computer (as illustrated in the previous slide) ensures that you are pulling accurate content from the master data source.
- If you choose to launch and use the tool from the Agent website, be aware that when you are prompted to save, any plan selections and formatting options you choose will be retained for your next session.
  - The tool does not reset to the defaults upon closing
- If you have specific plans that you find yourself presenting repeatedly, make your plan selections and select Save As from the **FILE** menu.
  - Name your selections with descriptions that will be easy for you to find quickly at a later time

# Security Levels & Macros



Upon launching (opening) the Comparison Tool, you may get a pop-up window warning you about unsafe Macros...

The Macros in this workbook are safe to enable.

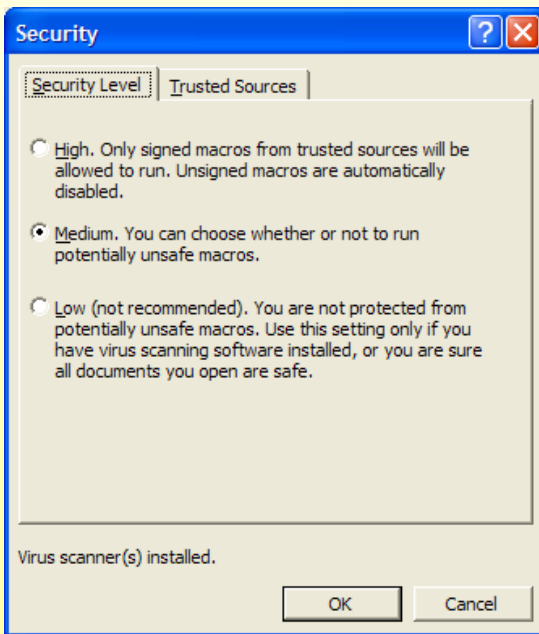
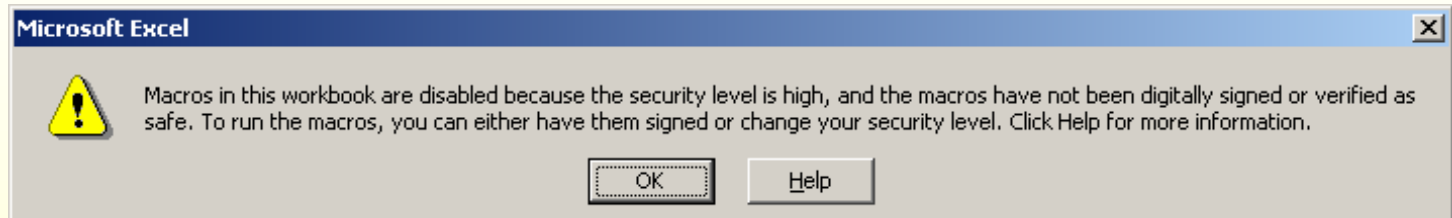
>>> *Select **Enable Macros***

**Important:** Macros must be enabled to fully utilize the tool's built-in navigation.

*The Macros in the Comparison Tool are embedded in the Excel workbook and intended only to simplify navigation throughout the tool.*

# Security Levels & Macros: The Details

You may also receive a warning message that your Security Level is too high, and you will have to manually change your Security Level



- Click **OK** and close the Comparison Tool (not Excel)
- Go to the Tools menu and select **Macros > Security...**
- Change the security level from **High to Medium**
- **Reopen** the Comparison Tool

# Core Features vs. More Features

## Core Features

- Are the top-level features as presented in the benefit matrix of the printed Summary(ies) of Features
- Can be formatted to print **ALL** features or **In-Network Only** features

## More Features include:

- Both **Core** and **Additional** features, as presented in the same printed brochures
- Can be formatted to print **ALL** features or **In-Network Only** features
- Can also be formatted to close (hide) specific features you do not wish to present to your small business owner(s)

# Compare Plan Options

CORE FEATURES		Small Group			Anthem		FORMAT ALL ROWS	
BACK TO GETTING STARTED		EmployeeElect Plan Comparison			IN-NETWORK ONLY		PRINT	
RESET TOOL		presented by: <i>Enter your name/agency name here</i>						
		for <i>Enter the Group name you are presenting to</i>						
		Plan Option 1	Plan Option 2	Plan Option 3	Quick Start (all more features)			
Plan Name >		Basic PPO	PPO \$40 Copay	Select A Plan Name >	1. Select up to 3 plans from the drop-down menus to compare			
Unique Value >		One of our most affordable PPOs. Basic protection with modest out-of-pocket maximums.	One of our most popular plans. Mid-range pricing with comprehensive coverage, low deductibles and low office visit copays.	#N/A	2. Click on the <b>FORMAT</b> button to auto-size row height			
Offered By >		Anthem Blue Cross Life and Health Insurance Company	Anthem Blue Cross	#N/A	3. Click on the <b>PRINT</b> button			
Contract Code >		5033	5032	#N/A				
Brochure Order No. >		MCASB2181CEN	MCASB2186CEN	#N/A				
<input checked="" type="checkbox"/>	First-Dollar Coverage/Plan Allocation In-network	Not applicable	Not applicable	#N/A	Quick Start (in-network only)			
<input checked="" type="checkbox"/>	First-Dollar Coverage/Plan Allocation Out-of-network	Not applicable	Not applicable	#N/A	1. Select up to 3 plans from the			
<input checked="" type="checkbox"/>	Maximum Lifetime Covered Charges Paid by Anthem Blue Cross In-network and Out-of-network combined	\$5,000,000	\$5,000,000	#N/A	2. Click on the <b>IN-NETWORK ONLY</b> button			
<input checked="" type="checkbox"/>	Annual Out-of-Pocket Maximum In-Network	\$2,000 plus annual deductible per member, two-member maximum. In-network and out-of-network combined. Certain payments do not	\$4,500 per member, two-member maximum. Certain member payments do not apply [7]	#N/A	3. Click on the <b>PRINT</b> button			
<input checked="" type="checkbox"/>	Annual Out-of-Pocket	\$2,000 plus annual deductible per	Once Anthem Blue Cross payments	#N/A	drop-down menus to compare			
					2. Click on the <b>FORMAT</b> button			
					3. <b>CLOSE</b> each row you don't want to display by clicking on the "X" boxes to the left of that row			
					4. Click on the <b>PRINT</b> button			

## Select from 1-3 plans

- Click on the Drop-Down menus to select your plan option(s)
- If you only want to display 2 plans for comparison, simply leave the 3<sup>rd</sup> plan option as it is

Compare up to 3 EmployeeElect plans and their features side-by-side

# Format All Rows vs. In-Network Only

Both the **Core Features** and **More Features** tabs give you the option to format a comparison for **ALL** features presented within the tab or for **IN-NETWORK ONLY** features, which collapses all rows with out-of-network features

FORMAT  
ALL ROWS


IN-NETWORK  
ONLY

**HINT:** These formatting buttons are programmed to auto-adjust the row height to ensure that all of the content within a cell is viewable before you print your comparison summary.

Be sure to select your plan(s) for comparison prior to selecting a formatting option or you may have unsatisfactory print results.

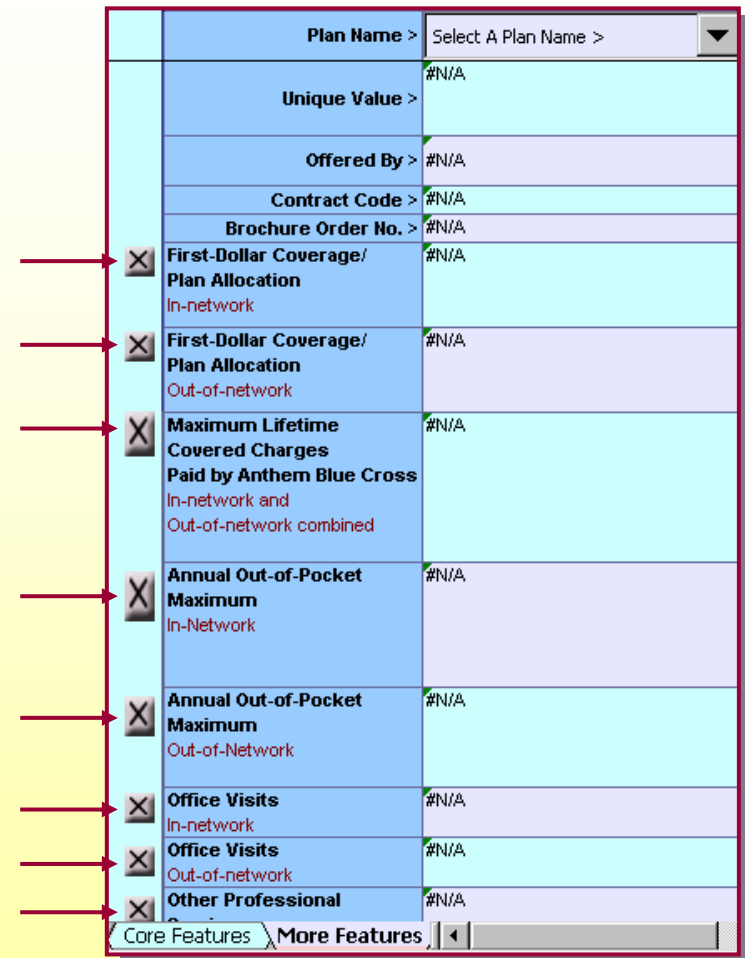
# Additional Formats: More Features Tab









The **More Features** tab offers more flexibility to your formatting options.

In addition to being able to hide all out-of-network features by clicking on the **IN-NETWORK ONLY** button, you can close (hide) any row with an  button.

**HINT:** Once you have closed a feature row, the “undo” function does not work.

To re-expand the row, you have to click on either the **FORMAT ALL ROWS** or **IN-NETWORK ONLY** buttons to auto-adjust the row height.



	Plan Name >	Select A Plan Name >
	Unique Value >	#N/A
	Offered By >	#N/A
	Contract Code >	#N/A
	Brochure Order No. >	#N/A
	First-Dollar Coverage/ Plan Allocation In-network	#N/A
	First-Dollar Coverage/ Plan Allocation Out-of-network	#N/A
	Maximum Lifetime Covered Charges Paid by Anthem Blue Cross In-network and Out-of-network combined	#N/A
	Annual Out-of-Pocket Maximum In-Network	#N/A
	Annual Out-of-Pocket Maximum Out-of-Network	#N/A
	Office Visits In-network	#N/A
	Office Visits Out-of-network	#N/A
	Other Professional	#N/A

Core Features | More Features

# Print & Preview Options

## 4 easy ways to print:

1. Simply select the **Print** navigation button
2. Click on the **Printer** button on your toolbar
3. Press **Ctrl+P** on your keyboard to open the print dialog box
4. Select **Print** from the FILE menu

## 2 simple ways to preview:

1. Click on the **Print Preview** button on your toolbar
2. Select the **Print Preview** from the FILE menu

# Footnotes, Exclusions & Limitations

- Footnote references are denoted by brackets [ ] following the text they define
- The **Footnotes, Exclusions and Limitations** print as the first two pages of your comparison summaries to comply with Blue Cross Association legal regulations
- The **Footnotes, Exclusions and Limitations** are hidden from your view within the Comparison Tool to allow you to focus on the plans you want to compare and to simplify your user experience


# Updates & Revision Cycles

The EmployeeElect Plan Comparison Tool source data will be updated in conjunction with any revisions made to the printed versions of the *You Choose* brochure or any of the *Summary of Features* brochures.

- Generally, our printed sales materials are reviewed and/or revised on a 6-month print cycle.
- Occasionally, there is a need to update materials during an off-cycle due to regulatory changes, rate or benefit changes, etc.
- Check the Agent Web site periodically for alerts to upgrade your Comparison Tool.

**Reminder:** If you do not rename the Comparison Tool when you save it to your computer, downloads of future versions to the same location will simply replace the outdated file.

# Help & Support

- The Comparison Tool has a **Troubleshooting Guide** section listing the most common issues identified during testing. Click on 
- Microsoft Excel has a **Help Menu**
- **Agent Support** is available to assist you: **(800) 678-4466**
- If you still have questions, contact your **Regional Sales Manager**