

# Health Insurance Premium Inquiry Application – Health Plans

## [General Information](#)

## [Special Notes](#)

## [Step-by-Step Instructions \(Text Only\)](#)

## [Step-by-Step Instructions with Visuals](#)

### **General Information**

The application provides Health Plans with a web-based application that is designed to provide a spreadsheet of the monthly net premium. This will be used to supplement the monthly ANSI 820 file and the actual premium payment via ACH. Access will be limited to specific health plan data.

One specific Health Plan cannot view contracts that are with another Health Plan.

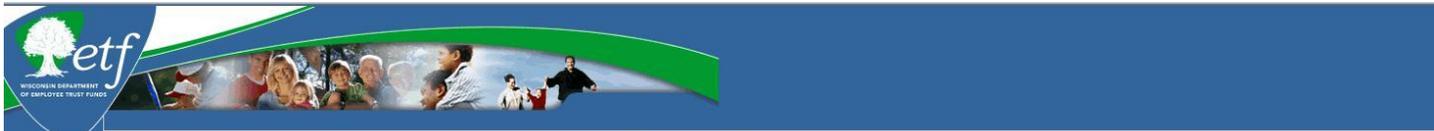
### **Special Notes**

- The individual accessing the system must obtain security clearance by submitting the Online Network for Health Plans Security Agreement, form ET-8937.
- The application requires your Web browser to have cookies enabled and JavaScript on.
- For additional assistance, please call: (608) 264-9182 or (608)266-7705.

## **Step-by-Step Instructions (Text Only)**

- 1) Enter the Online Network for Health Plans (ONHP) Portal
- 2) Select the “Health Insurance Premium Inquiry” link.
- 3) The “ETF Web Application Logon” screen will appear.
- 4) Type your User ID.
- 5) Press the “Tab” key.
- 6) Type your password.
- 7) Click “Log In”
- 8) Type your three-digit Health Plan number (this three-digit code will be provided via email once authorized).
- 9) Click the “Submit” button.
- 10) The “Health Insurance Premium Inquiry” search screen will appear.
  - a) NOTE: Due to the large amount of detailed information that is available for each participant, it is important that you filter the information as much as possible. The more you define the search, the more focused the search results will be to your needs.
  - b) “Coverage Month” field – Select the month and year
  - c) “Employer” field - Select the specific employer to view.
  - d) “Health Carrier” field – Select the carrier to view. There is an option to select “All” carriers in the event that there is a need to view a complete listing.
  - e) “Coverage Type” – Select the type of coverage. There is an option to select “All” coverage types.
    - i) NOTE: Selecting “All” in both the Health Carrier and Coverage Type should be avoided. If both filters are set to “All”, the search results may be very large.
  - f) Click the “Display” button.
  - g) The search results will appear on the bottom portion of the screen.
  - h) “Clear” button – This will remove the current search criteria for this Health Plan query.
  - i) “Save as” button – Click this button to export the search results to as an Excel spreadsheet (please note: ETF will only be maintaining a rolling year of data).
  - j) When finished, click the “log out” link directly below the ETF Logo in the upper right corner of the screen. This will return you to the ONHP portal.

## Step-by-Step Instructions with Visuals



### Employee Trust Funds (ETF) On-line Network for Health Plans (ONHP)

[home](#)

Welcome to the Department of Employee Trust Funds On-line Network for Health Plans (ONHP). This is a new and innovative way to retrieve data and keep employee information current. ONHP is an interactive Internet application that is easy and convenient to use.

Logon and Password Support (608) 264-9181 / 866-843-9724 or email us at [ETFOnLineHelp@etf.state.wi.us](mailto:ETFOnLineHelp@etf.state.wi.us)  
Employer Communications Center (608) 264-7900

#### Account Maintenance

[Health Plans - Reset Password](#)

Description: Provides health plans with the ability to reset their own logon password.

[Email Contact Information Update](#)

Description: Provides health plans a secure view of current contact information and the ability to update information to ensure proper administration of ETF benefit programs.

[Security Agreement, ET-8937](#), Fax Number: (608) 266-5801

#### Applications

[Health Insurance Enrollment Update](#) [Instructions](#)

Description: Provides health plans with the ability to process terminations and reinstatements directly into ETF's health insurance database. In addition, this provides health plans a secure view of employee's dependent health insurance enrollment information.

[Health Insurance Premium Inquiry](#) [Instructions](#)

Description: Provides health plans a secure view of premium information by coverage month.

**Click here  
to begin**

[Health Insurance PDP Inquiry](#) [Instructions](#)

Description: Provides a secure view of health insurance Prescription Drug Plan (PDP) premium information by coverage month.

#### Other Resources



# ETF Web Applications Logon

Type your User ID and Password



User ID:

Password:

Login

Reset



## Health Plan Logon

[Instructions](#) [Logout](#)

This Internet application is intended for use by health plans to verify health insurance coverage for their clients.

Please enter your Health Plan Code and press enter.

Health Plan Code:

← **Type your three digit  
Health Plan Number  
and click on "Submit"  
button**



# Health Insurance Premium Inquiry

[Instructions](#) [Logout](#)

Health Plan: WISCONSIN PHYSICIANS INSURANCE SERVICE

Select the search criteria from the drop down boxes. Avoid selecting "All" in both the Health Carrier and Coverage type fields.



Coverage Month:   Year:

Employer:

Health Carrier:

Coverage Type:



# Health Insurance Premium Inquiry

[Instructions](#) [Logout](#)

Health Plan: WISCONSIN INSURANCE SERVICE

Coverage Month: August  Year: 2009

Employer: 0190000 - ABBOTT , CITY OF

Health Carrier: A1 - STANDARD PLAN(LOCAL)

Coverage Type: 01 - SINGLE



**Click here to see  
the search  
results.**



## Health Insurance Premium Inquiry

Health Plan: WISCONSIN INSURANCE SERVICE

[Instructions](#) [Logout](#)

Coverage Month: August  Year: 2009

Employer: 0190000 - ABBOTT, CITY OF

Health Carrier: A1 - STANDARD PLAN(LOCAL)

Coverage Type: 01 - SINGLE

**Click to save the results as an Excel spreadsheet.**

Prog Opt	Surchg	Empr No	Empr Group	Cov Type	Empe Type	SSN	Member ID	Last Name	First Name	Cov Eff Date	Cov Exp Date	Prev Cov Eff Date	Prev Adj Months	Adj Premium	Adj Months	Adj Premium	Medical Premium	Medical Surcharge	Total
1	P00	S01	0000001	22222	01	07	383383013	10138787	PHANDO	AMY	1999-09-01		0	0.00	0	0.00	657.20	0.00	657.20
2	P00	S01	0000001	22222	01	07	388603833	10167875	FRIAR	IAN	2006-01-01		0	0.00	0	0.00	657.20	0.00	657.20
3	P00	S01	0000001	22222	01	07	389538380	10678700	PEEN	KEN	2009-02-01		0	0.00	0	0.00	939.10	0.00	939.10
4	P00	S01	0000001	22222	01	07	392383286	11173787	BAROWSKI	LORI	2001-12-01		0	0.00	0	0.00	657.20	0.00	657.20
5	P00	S01	0000001	22222	01	07	393835288	11113788	DEYO	JEAN	2009-01-01		0	0.00	0	0.00	939.10	0.00	939.10
6	P00	S01	0000001	22222	01	07	404540383	11114669	RUBEN	DENNIS	1995-01-01		0	0.00	0	0.00	657.20	0.00	657.20
7	P00	S01	0000001	22222	01	07	404643836	12323787	PASRA	KAE	1999-11-01		0	0.00	0	0.00	657.20	0.00	657.20
8	P00	S01	0000001	22222	01	07	406544038	12843753	LAROW	DAN	2009-03-01		0	0.00	0	0.00	939.10	0.00	939.10



# Health Insurance Premium Inquiry

WISCONSIN INSURANCE SERVICE

Instructions [Logout](#)



**Click to logout  
and return to the  
ONHP portal.**

August  Year: 2009

.190000 - ABBOTT, CITY OF

Health Carrier: A1 - STANDARD PLAN(LOCAL)

Coverage Type: 01 - SINGLE