

VEHI Group Numbering Methodology

The importance of using the appropriate group/division number ***cannot be understated***.

The numbers indicate to VEHI, Blue Cross and your HRA/HSA vendors:

- You and your employees are part of VEHI
- Your Primary Group (Supervisory Union or District)
- School district within an SU
- Employee segment
- Benefit Plan
- Funding type (HRA/HSA)
- Who is on COBRA

These codes direct and initiate:

- Reporting by entity tax ID
- Reporting by segment
- HRA funding levels
- Where claims are sent
- How claims are paid
- Premiums charged

You can determine your group number two ways, by using our group number methodology chart (below) or by pulling a list of all your divisions on the [Employer Resource Center](#) (ERC). If you are new to this process, or it is a new division for your district, it may be good to check the number you think it is and then check the list to see if the description matches where you expect the employee to fall.

For example, using the chart below, if you have a licensed employee, with a Silver CDHP, who chooses the HSA; what would their division number end with?

VEHI Group Number Methodology																																							
Group #/ID		Letter = School District within SU/SD		1st Digit = Employee Segment		2nd Digit = Health Plan		3rd Digit = Health Care Spending Account																															
3160 _ _ _ _ _		"A" = All		<table><tr><td>1</td><td>Licensed</td></tr><tr><td>2</td><td>Non-Licensed</td></tr><tr><td>3</td><td>Confidential/Municipal</td></tr><tr><td>4</td><td>Licensed COBRA</td></tr><tr><td>5</td><td>Non-Licensed - COBRA</td></tr><tr><td>6</td><td>Confidential/Municipal - COBRA</td></tr><tr><td>7</td><td>Private School/Other</td></tr><tr><td>8</td><td>Private School/Other - COBRA</td></tr></table>		1	Licensed	2	Non-Licensed	3	Confidential/Municipal	4	Licensed COBRA	5	Non-Licensed - COBRA	6	Confidential/Municipal - COBRA	7	Private School/Other	8	Private School/Other - COBRA	<table><tr><td>1</td><td>Platinum</td></tr><tr><td>2</td><td>Gold</td></tr><tr><td>3</td><td>Gold CDHP</td></tr><tr><td>5</td><td>Silver CDHP</td></tr></table>		1	Platinum	2	Gold	3	Gold CDHP	5	Silver CDHP	<table><tr><td>0</td><td>Opt-out/No Funding</td></tr><tr><td>1</td><td>HRA</td></tr><tr><td>2</td><td>HSA</td></tr></table>		0	Opt-out/No Funding	1	HRA	2	HSA
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All group numbers begin with 3160 followed by the SD/SU 5 digit group number		An SU/SD with one Tax ID will be one entity, using "A" for All. Those with more than one Tax ID will be split and represented by a letter.																																					

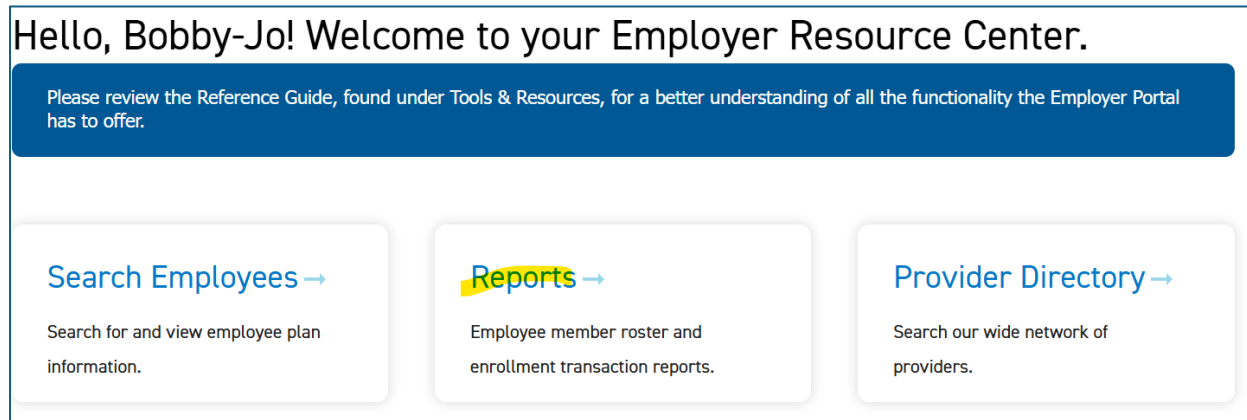
A licensed employee, with a Silver CDHP, who chooses the HSA would be on the division ending in **152**

A non-licensed employee, with a Gold CDHP, with the HRA would have a division ending with **231**

A person enrolled in COBRA that was a licensed employee, with a Platinum plan, with an HRA end with **411**

If you would like a list of all available divisions, you can find a complete list on the [Employer Resource Center](#) (ERC):

- After logging into the ERC
- Go to Reports, either here:



Or here:



- Then select:

Available Reports		Help
Report Name	Report Description	
Employer Group Summary Report	Displays a summary of a group or groups and their currently available benefit plan options.	
Employer Member Roster	Displays a list of members based on the selected employer group.	
Enrollment Transaction Report	Displays confirmation, effective, and confirmation pending dates on member enrollment.	

- Choose **“Select Employer Group”**
- Enter the few 4+ letters under name, or 3160 under Group ID
 - **Tip:** I would recommend using 3160 which should provide you with all divisions regardless of spelling or abbreviations used
- This will provide you with the entire list of Group ID numbers, but **only choose the one with 9 digits** – not any with the full 13 digits.
 - **Tip:** Click Employer Group ID to sort it quickly to the top
- Once you find the 9-digit number click the +Add, then continue.
- This will provide an Employer Group Summary with a list of all divisions
 - **Tip:** Download as a CSV file to allow you to easy sort and search

Guidance for this and other Employer Resource Center functionality can be found here: [ERC Reference Guide](#)