



BrokerLink

User guide

TUFTS  Health Plan

BrokerLink

Connect. Communicate. Relate.



Welcome!
PLEASE SIGN IN >>>

Sign In

Username

Password

[Log in](#)

[Forgot Username?](#) [Forgot Password?](#)

[Get Registered](#)

What is BrokerLink?

Brokerlink is a personalized online Broker portal providing easy access to quoting, commissions, business management and industry news.

Brokerlink contains:

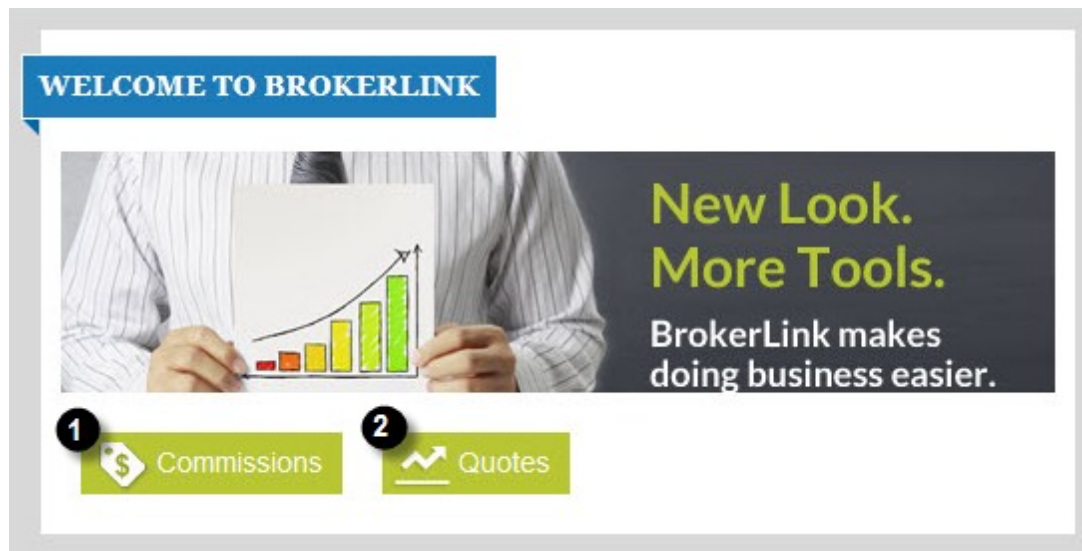
- high level view of your upcoming renewals
- detailed view of your clients' rates and benefit summaries
- your contact list of your account managers by client
- national and local policy news including Health Care Reform Updates
- editable online forms
- quick access to your broker blast summaries

NOTE: Please be aware that depending on your individual user privileges, the screens shown here may be different.

This guide will inform you of some of the advanced features in our BrokerLink portal to help you better manage your book of business with us.

BROKERLINK HOME:

WELCOME TO BROKERLINK:



The banner features a blue header with the text "WELCOME TO BROKERLINK". Below this is a photograph of a person in a white shirt holding a tablet displaying a bar chart with an upward-trending line graph. To the right of the photo, the text reads "New Look. More Tools. BrokerLink makes doing business easier." At the bottom of the banner are two green buttons: the first is labeled "1" and "Commissions" with a dollar sign icon, and the second is labeled "2" and "Quotes" with an upward arrow icon.

- 1 The Commissions icon allows you to access your monthly commissions and statements.
- 2 The Quotes icon links to the small group quoting tool to run new business and small group renewals.

NOTE: If you do not have access to commissions or quoting, these icons will not appear. Please contact your access administrator for further details.

BROKERLINK HOME:

BROKER SUPPORT TEAM:

Now you can easily locate and contact your Tufts Health Plan Account Manager listed by client under your Broker Support Team section.

BROKER SUPPORT TEAM

Corporation Name	Account Manager
ABC Company 1	Susan Sample Susan_Sample@tufts-health.com
ABC Company 2	Susan Sample Susan_Sample@tufts-health.com
ABC Company 3	Susan Sample Susan_Sample@tufts-health.com
Sample Company 1	Susan Sample Susan_Sample@tufts-health.com
Sample Company 2	Susan Sample Susan_Sample@tufts-health.com

Viewing 1 - 5 of 7 Records Previous | Next


RENEWAL DASHBOARD:

This dashboard provides an overview of your Tufts Health Plan book of business and the amount of days to renewal.

RENEWAL DASHBOARD

Days To Renewal	Small Group	Large Group
<61	2	1
61 - 120	0	2
121 - 180	0	0
>180	0	2

RENEWAL DASHBOARD

Days To Renewal	Small Group	Large Group
 <61	2	1
61 - 120	0	2
121 - 180	0	0
>180	0	2

When you click on the numbers in the Days to Renewal column, you can drill down to more specific renewal information.

RENEWAL DASHBOARD

[< Return to List](#)

Home Group : ABC Company 1
Group ID : 12345000
Groups Size : Small
Renewal Date : 10/01/2013

Home Group : ABC Company 2
Group ID : 23456000
Groups Size : Large
Renewal Date : 10/01/2013

Viewing 1 - 2 of 2 Records

[Previous](#) | [Next](#)

NOTE: These are based on Home Group Identification (HomeGroupID) so you may see the same company more than once if the group has multiple products.

BUSINESS MANAGEMENT:

BOOK OF BUSINESS:

This section allows you to manage your personal book of business. You can sort by any of the columns which makes it easy for you to find the information you need.

BOOK OF BUSINESS

Group Summary List

Select from the summary table below to view detailed benefit data.

Corp ID	Group ID	Company Name	Plan Type	Size	Days Until	Renewal Date	Account Manager
123456789000	12345000	ABC Company 1	HMO	Small	11	10/01/2013	Susan Sample
123456789000	23456000	ABC Company 2	PPO	Large	11	10/01/2013	Susan Sample
123456789000	34567000	ABC Company 3	HMO	Large	193	04/01/2014	Susan Sample
123456789000	45678000	Sample Company 1	HMO	Large	254	06/01/2014	Susan Sample
123456789000	56789000	Sample Company 2	PPO	Large	103	01/01/2014	Susan Sample
123456789000	67891000	Test Company 1	EPO	Large	103	01/01/2014	Susan Sample
123456789000	78912000	Test Company 2	PPO	Small	-50	08/01/2013	Susan Sample

Viewing 1 - 7 of 7 Records Previous | Next

Please Note
 Termed Groups and Tufts Medicare Preferred are excluded from listing.
 Only brokers designated as Primary for a group have access to rate and benefit information.

- 1 You can sort by each column which makes it easy to quickly access information
- 2 When you click on the company name highlighted in blue, you can access a detailed view of rates and benefit summary for that particular client.

BOOK OF BUSINESS:

BOOK OF BUSINESS

Group Benefit Details

1 [< Return to Summary](#)

Group ID	12345000	Group Name	ABC Company 1	Account Manager	Susan Sample
Renewal Date	10/01/2013	Case Size	Small	Email	Susan_Sample@tufts-health.com
Plan	HMO	Phone			

Rates

Individual	\$446.96	Employee+Spouse	\$0.00	Employee+Children	\$0.00
		Employee+Child	\$0.00	Family	\$1,206.79

CoPays	RxBenefits	In-Network Deductibles
Office Visit	\$20.00	Drug Deduct - Individual \$1,500.00
Office Visit (Specialist)	\$0.00	Drug Deduct - Family \$3,000.00
Emergency Room	\$0.00	RX CoPay 15/30/50
Urgent Care	\$20.00	Include in Unauthorized N
Urgent Care Specialist	\$0.00	Mail Tier 1 \$30.00
Inpatient - Community	\$0.00	Individual Out of Pocket Max \$2,625.00
Inpatient - Tertiary	\$0.00	Mail Tier 2 \$60.00
Outpatient - Community	\$0.00	Mail Tier 3 \$150.00
Outpatient - Tertiary	\$0.00	Family Out of Pocket Max \$5,250.00
Chiropractor	yes	RX Carrier 6466
HTI CoPay	\$0.00	RX Account No. T460
		RX Group ID SMS6
		Pediatric Dental 0
		Benefit Period Plan Year

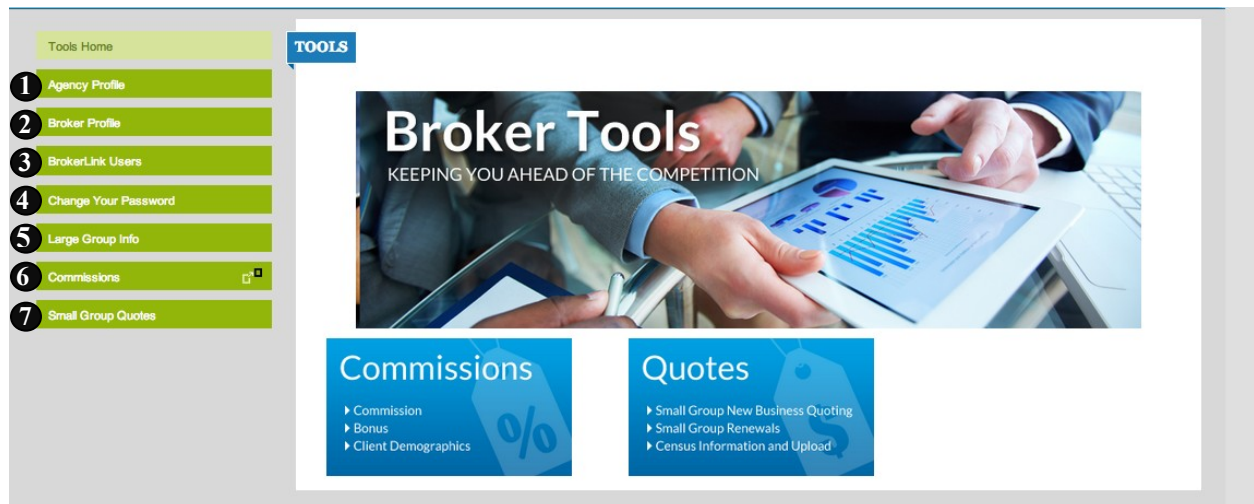
Out-Of-Network Deductibles	
Individual	\$0.00
Family	\$0.00
Include in Authorized	
Individual Out of Pocket Max	\$0.00
Family Out of Pocket Max	\$0.00
Coinsurance	0%

Please Note
 Termed Groups and Tufts Medicare Preferred are excluded from listing.
 Only brokers designated as Primary for a group have access to rate and benefit information.

- In order to return to the Group Summary list, you need to click the [<<Return to Summary](#) link. The back button will bring you to the BrokerLink Home page.

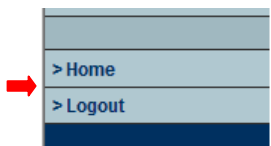
TOOLS:

Based on your permission settings, you may see the following links on the left navigation.



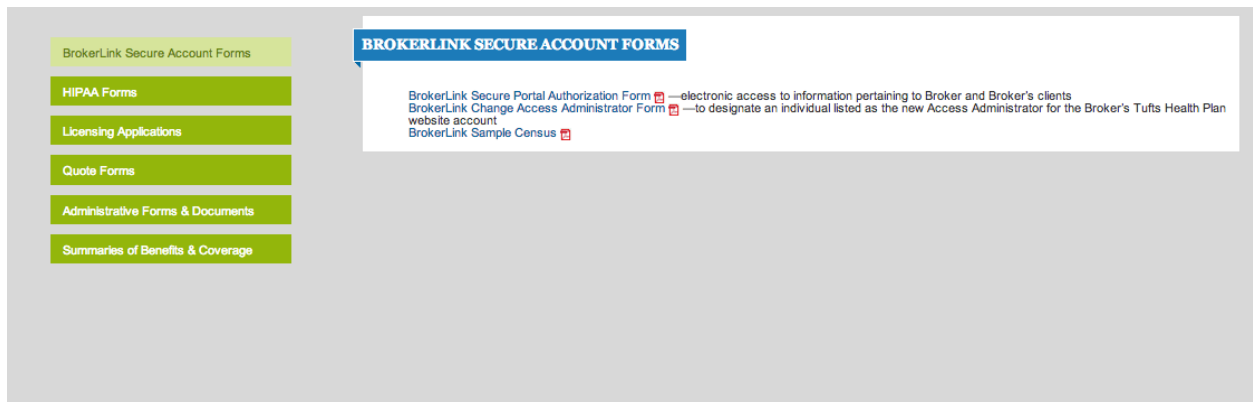
- 1 **Agency Profile** - summary of Agency information (corporate information)
- 2 **Broker Profile** - individual log in and permission settings
- 3 **BrokerLink Users** - allows administrator to add and modify access for users' permission settings
- 4 **Change your Password** - reset or change existing password
- 5 **Large Group Info** – contains forms and files to manage the Large Group sales and renewal cycle.
- 6 **Commissions** - allows you to access your monthly commissions and statements. If applicable, this includes bonus information (based upon permission settings)
- 7 **Small Group Quotes** - small group quoting tool to run new business and small group renewals. This replaces the current window.

NOTE: When in the Small Group Quotes system, in order to get back to the BrokerLink portal, you need to either click the Home or the Back button twice.



FORMS & FILES:

This section allows you to access all of the information needed to do business with Tufts Health Plan. The left navigation makes it easier for you to find the contents you need. We are proud to provide you with editable PDFs to make entering information quicker and easier. And, coming soon, these will evolve into web forms for online submission.



BROKERLINK SECURE ACCOUNT FORMS

- BrokerLink Secure Portal Authorization Form —electronic access to information pertaining to Broker and Broker's clients
- BrokerLink Change Access Administrator Form —to designate an individual listed as the new Access Administrator for the Broker's Tufts Health Plan website account
- BrokerLink Sample Census