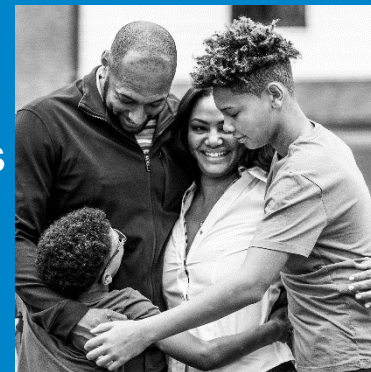




Kansas City

BLUE Q USER GUIDE

Proposals System for quoting Small Group (2-99) NEW business



Note: An active appointment with Blue KC is required to access Blue Q. To get appointed you must have current KS and MO Health and Life Licenses and valid E & O Insurance. To begin the onboarding process please email our Producer Operations Team at producerinfo@bluekc.com or call 816-395-3016.

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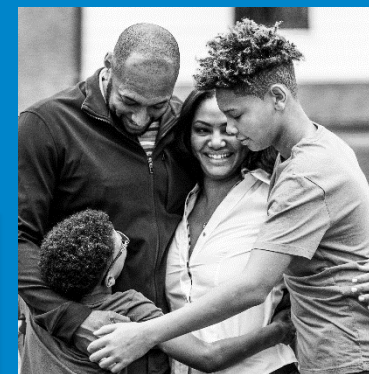
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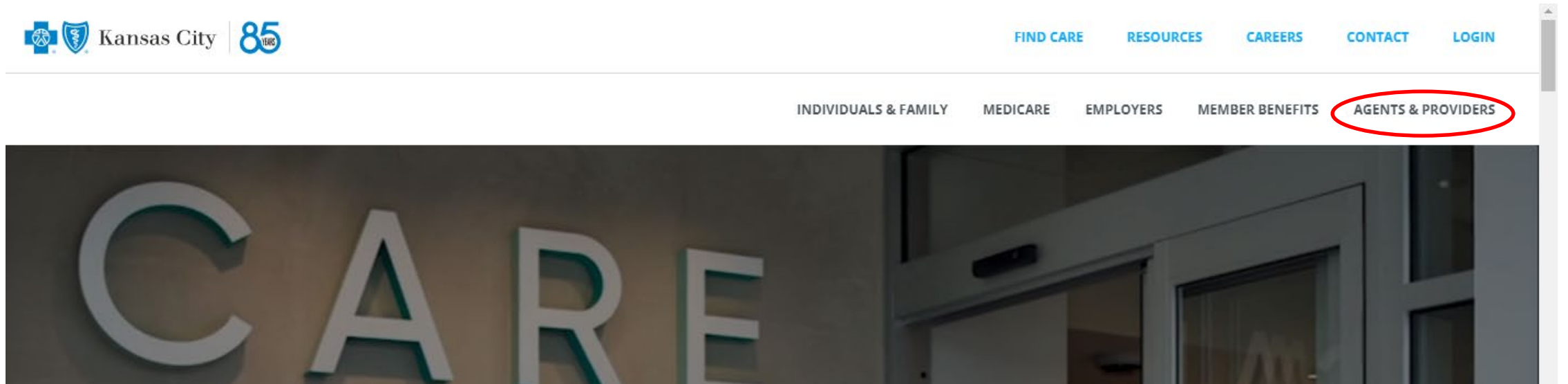
LOGGING IN



Blue Q Proposals System: Logging In

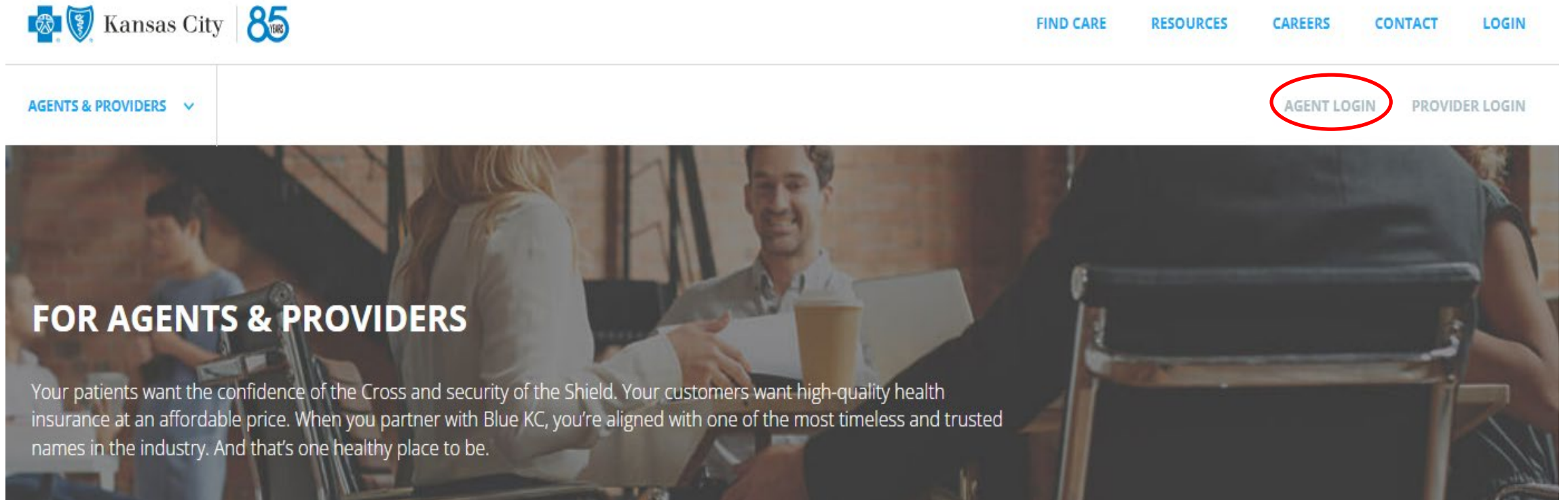
STEP 1: Go to www.bluekc.com

STEP 2: Click on “AGENTS & PROVIDERS”



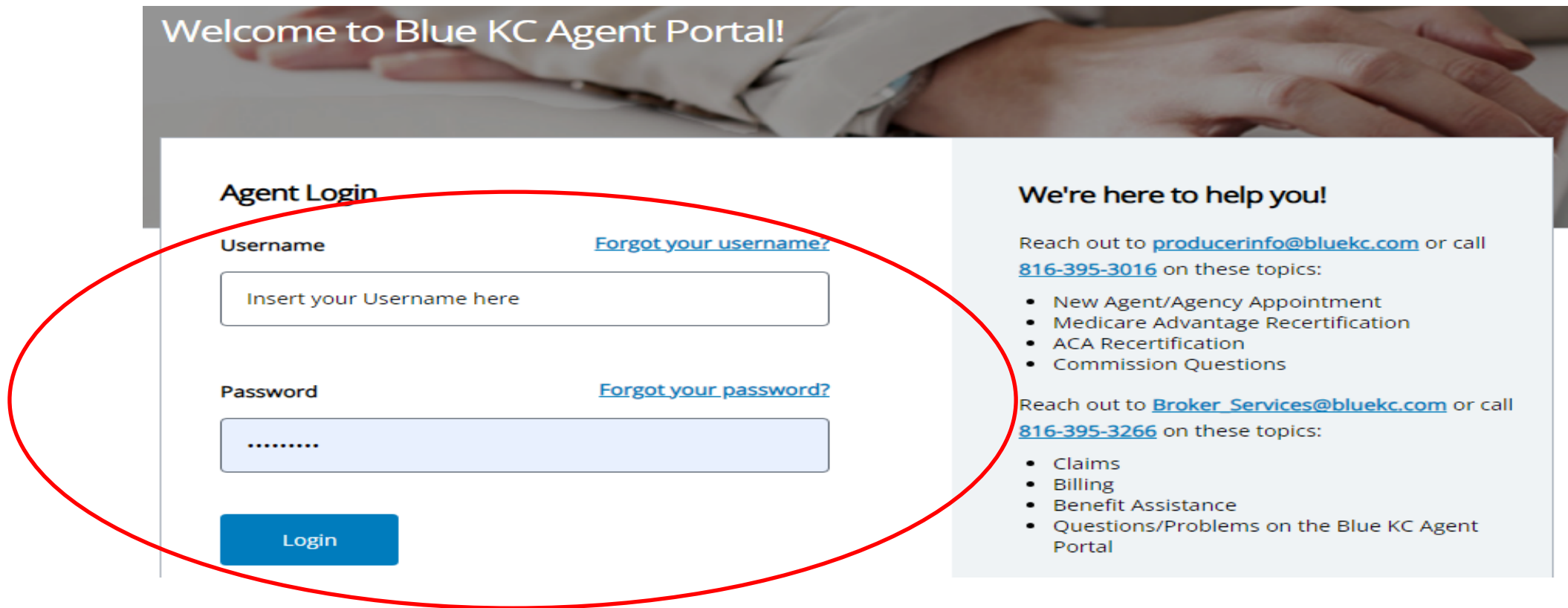
Blue Q Proposals System: Logging In

STEP 3: Click on “AGENT LOGIN”



Blue Q Proposals System: Logging In

STEP 4: Enter your Username and Password and click the “Login” button



Welcome to Blue KC Agent Portal!

Agent Login

Username [Forgot your username?](#)

Password [Forgot your password?](#)

Login

We're here to help you!

Reach out to producerinfo@bluekc.com or call [816-395-3016](tel:816-395-3016) on these topics:

- New Agent/Agency Appointment
- Medicare Advantage Recertification
- ACA Recertification
- Commission Questions

Reach out to Broker_Services@bluekc.com or call [816-395-3266](tel:816-395-3266) on these topics:

- Claims
- Billing
- Benefit Assistance
- Questions/Problems on the Blue KC Agent Portal



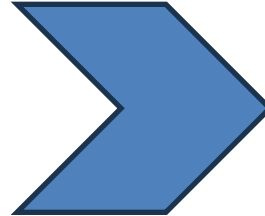
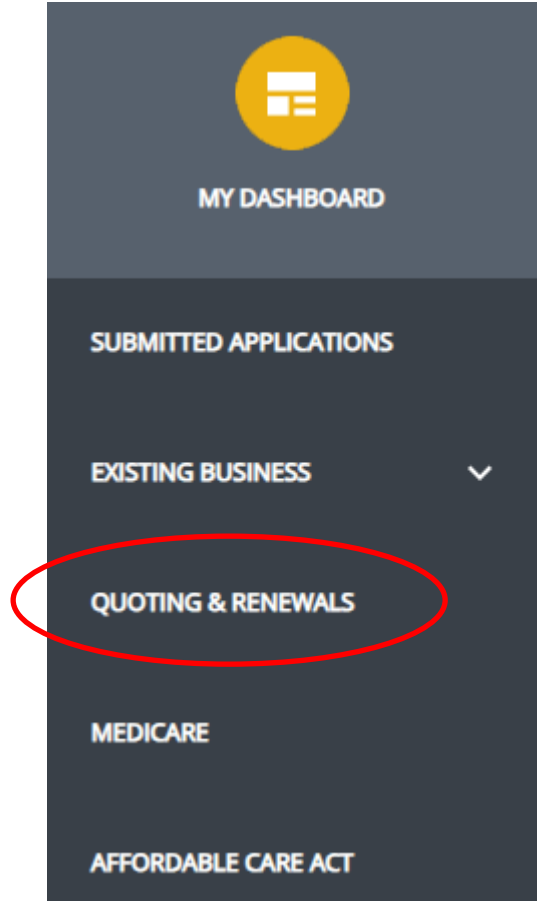
Kansas City

PREPARING QUOTES FOR NEW GROUPS

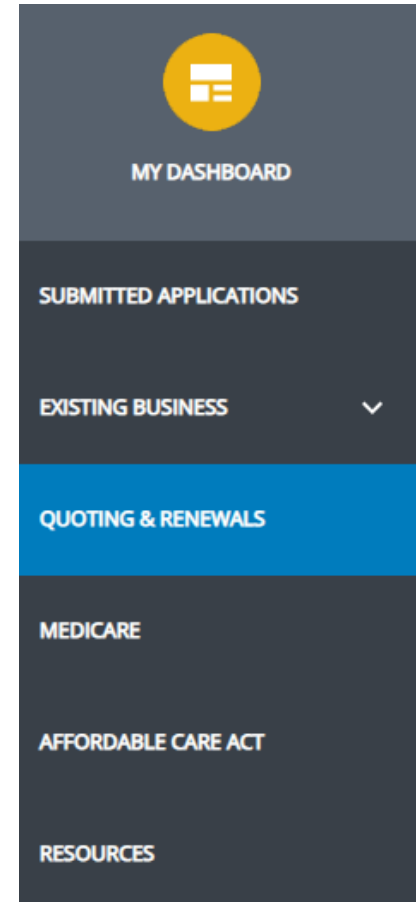


Blue Q Proposals System: Preparing Quotes for New Groups

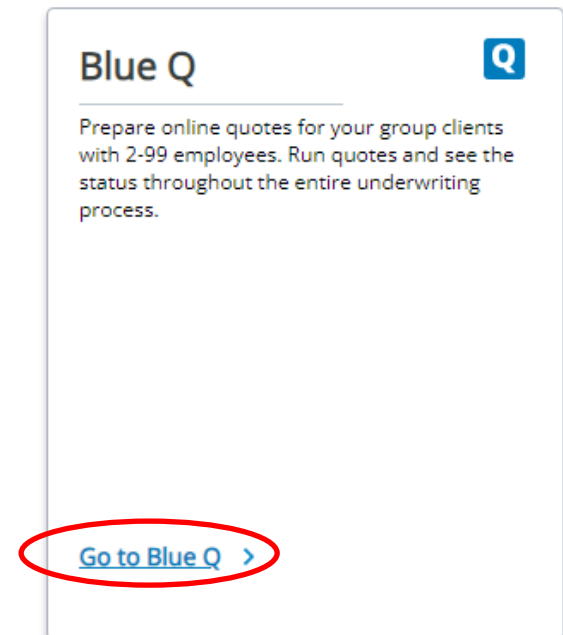
STEP 1: Click on “QUOTING & RENEWALS”



STEP 2: Click on “Go to Blue Q”

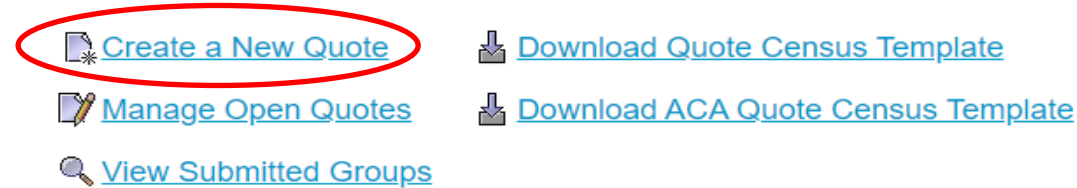


Small Group Sales (2-99) - Start here to mar



Blue Q Proposals System: Preparing Quotes for New Groups

STEP 3: Click on “Create a New Quote”



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Additional Tools/Features:

- **Manage Open Quotes** – review and edit existing quotes (change effective dates, update census data, etc.). Be sure to click the “Recalculate Rates” button after any changes/updates are made.
- **View Submitted Groups** – review Groups that have been submitted for underwriting (effective date, date submitted, and current status).
- **Download Quote Census Template (used for quoting Level Funded ASO and 51-99 Fully Insured groups)** – complete the REQUIRED fields and save, then upload to BlueQ (rather than line-by-line employee/dependent data entry) **Note: final underwritten rates are subject to medical underwriting.**
- **Download ACA Quote Census Template (used for quoting ACA plan options)** – complete the REQUIRED fields and save, then upload to BlueQ (rather than line by line-by-line employee/dependent data entry).

Blue Q Proposals System: Preparing Quotes for New Groups

STEP 4: Type the Company Name in the box and click the “Search” button

Enter the Company Name or Company Name and Zip then click Search. Once the search results appear, click on the company name to begin the quote.

Company Name: ←

Zip:

STEP 5: The search engine will check our database for the Company Name. If you see the company listed, click the company name to prepopulate the group information (name, address, etc.) on the next page. If you receive no results from the search, click the “Create New” button.

Enter the Company Name or Company Name and Zip then click Search. Once the search results appear, click on the company name to begin the quote.

Company Name: ←

Zip:

Company Name ↓	Address
ABC	6451 NIEMAN RD, SHAWNEE, KS 66203
ABC	501 E YOUNG AVE, WARRENSBURG, MO 64093
ABC	501 E YOUNG AVE STE B, WARRENSBURG, MO 64093
ABC	2501 MCGEE ST, KANSAS CITY, MO 64108
ABC	11221 ROE AVE, LEAWOOD, KS 66211
ABC	9225 INDIAN CREEK PKWY, OVERLAND PARK, KS, OVERLAND PARK, KS 66210

Blue Q Proposals System: Entering Company Information

STEP 6: Enter the Company information (*are required fields) and use the “tab” key to move to the next field. Once all required fields are completed click on the “Next >>” button at the bottom of the screen.

New Quote
Company: abc
Status: Started

ACA Questions
MLR Employee Count (Total Employees including PT): *
Sole Proprietor ☐ not currently offered

Company Names
 abc

Effective date
*

Street
*

Zip
* [VERIFY](#)

City

State

Current healthcare carrier
*

(Suite, Apt, etc)
Other healthcare carrier

Region

County

of Total Eligible Employees:
*

SIC Code:
* [Click here to find a SIC code](#)

Tax ID:

Group Application

Choose File No file chosen

Download Group App

Primary contact

Salutation

First name

Last name

Suffix

Title

Phone

Fax

E-mail

[Employer contribution percent](#)
The employer must contribute at least 50% to the cost of his eligible employees' coverage or 25% of the total account premium.

Blue Q Proposals System: Entering Census Data

STEP 7:

- Option 1: Enter the complete census for employees and dependents. Once completed click on the “Next >>” button at the bottom of the screen.
- Option 2: Upload a previously saved census (must be on our specific template) by clicking the “Choose File” button, choosing your file, then clicking the “Upload Census” button. Once completed click on the “Next >>” button at the bottom of the screen.

New Quote
Company: ABC
Status: Started

Census
Effective Date: 01/01/2024
Territory: 39K

Download ACA TemplateDownload Census TemplateExport CensusExport ACA Census

Choose FileNo file chosenUpload Census

Switch Tab Mode To DOWNSHOW Optional FieldsInsert Row

Save Census

Age or Birthdate required.

	Age*	Birthdate*	Gender*	Member Type*	Health Coverage *	
1	35		1-Male	0 - Subscriber	1 - EE Only	DeleteAdd Dependent
2	37		2-Female	0 - Subscriber	4 - EE & Family	DeleteAdd Dependent
	36		1-Male	1 - Spouse	1 - Yes	Delete
	12		2-Female	2 - Child	1 - Yes	Delete

<< BACK

NEXT >>

Blue Q Proposals System: Product Selections

STEP 8: This is the product selection page where you choose the Health, Dental, Vision, and Life options. Check the box of the product(s)/rates you want to see and click the “Create PDF/Proposal” button.

Note: by clicking on the name of each plan you can access the detailed benefit summary and/or SBC.

New Quote

Company: ABC

Status: Quoted

Quoted Premiums

Effective Date: 01/01/2024

Territory: 39K

You may select any/all of the products below to view and print details regarding the premiums.

Create PDF/Proposal

ChamberCHOICE Calculation Tool

Census (Total: 2) This proposal does not have enough participation (5 taking medical coverage) to qualify for ASO products.

Medical: 2 | Dental: 2 | Vision: 2 | Life: 2 | Dep Life: 2

Modified: 2023-12-13 14:09:58.037

Rate Status: Quoted

Now offering Spira Care and BlueSelect Plus, two products on our high-performance care network that are available to employees who reside in the five-county metropolitan area.

Health

- ☐ Preferred-Care Blue ACA
 - ☐ Classic PCB Gold PPO (\$1,250) \$2,473.43
 - ☐ First PCB Gold PPO (\$1,850) \$2,484.15
 - ☒ Saver PCB Gold PPO HSA (\$2,000) \$2,501.66
 - ☐ First PCB Silver PPO (\$5,000) \$2,045.08
 - ☐ Classic PCB Silver PPO (\$5,000) \$1,988.89
 - ☐ Saver PCB Silver PPO HSA (\$3,500) \$2,056.84
 - ☐ Traditional PCB Silver PPO (\$3,500) \$2,004.57
 - ☒ Saver Value PCB Bronze PPO HSA (\$6,000) \$1,810.39
 - ☐ First PCB Bronze PPO (\$6,850) \$1,687.54
 - ☐ Value PCB Bronze PPO (\$7,750) \$1,711.60
- ☐ BlueSelect Plus ACA
 - ☒ Saver BSP Silver PPO HSA (\$3,500) \$1,885.82

Dental

- ☐ Blue Dental 100/80 \$1000 CYM \$109.30
- ☒ Blue Dental Plus 100/80/50 \$1000 CYM \$142.10
- ☐ Blue Dental Plus 100/80/50 \$1500 CYM \$153.50
- ☐ Blue Dental Plus 100/90/60 \$1000 CYM \$144.30
- ☐ Blue Dental Plus 100/90/60 \$1500 CYM \$155.70

Vision

- ☐ Blue Vue Base \$9.81
- ☐ Blue Vue 10/100 \$23.27
- ☒ Blue Vue 10/130 \$26.10
- ☐ Blue Vue 0/130 \$31.23
- ☐ Blue Vue 10/150 \$31.46
- ☐ Blue Vue 0/150 \$39.69
- ☐ Blue Vue 10/200 \$43.16
- ☐ Blue Vue 0/200 \$49.01

Life

- ☐ Life Package 5 \$17.00
- ☒ Life Package 6 \$27.00
- ☐ Life Package 7 \$23.00
- ☐ Life Package 8 \$42.00

Slide the scroll bar down to see additional Health product options.



Kansas City

Blue Q Proposals System: PDF Content/Selections

STEP 9: This is the PDF Section Selection screen that will generate after clicking the “Create PDF/Proposal” button. On this page you can select/de-select the specific sections of the proposal that you want to present.

- The “Preview” button will let you view that particular section only of the PDF.
- Once selections have been made click the “View Proposal” button to generate the PDF Document that you can view/save/print/email.

Note: you can dramatically decrease the size of your PDF by deselecting the “Benefit Summaries” section and/or the “Summary of Benefits and Coverage” (aka SBCs) section.

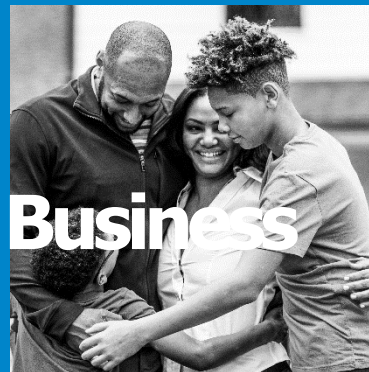
Select Section(s) for PDF

Proposal Sections	
<input type="checkbox"/> Display Employee/Census Name	
<input checked="" type="checkbox"/> Letter	<button>Preview</button>
<input checked="" type="checkbox"/> Case Summary	<button>Preview</button>
<input checked="" type="checkbox"/> Rate Matrix	<button>Preview</button>
<input checked="" type="checkbox"/> Group Matrix	<button>Preview</button>
<input checked="" type="checkbox"/> Dental Group Matrix ▾	
<input checked="" type="checkbox"/> Vision Group Matrix ▾	
<input checked="" type="checkbox"/> Understanding BlueSelect Plus PPO	<button>Preview</button>
<input checked="" type="checkbox"/> Life and Disability	<button>Preview</button>
<input checked="" type="checkbox"/> US Able Beneficiary	<button>Preview</button>
<input checked="" type="checkbox"/> Further ▾	
<input checked="" type="checkbox"/> Benefit Summaries	<button>Preview</button>
<input checked="" type="checkbox"/> Summary of Benefits and Coverage	<button>Preview</button>
<input checked="" type="checkbox"/> A Healthier You	<button>Preview</button>

View Proposal Cancel



Kansas City



Please contact your Sales Consultant or our New Business Unit for additional support/questions.

THANK YOU