SymKey Eligibility Module Capabilities

1. **Add contacts (Addresses/Phone Numbers)**
   SymKey can add new contact records, including addresses, phone numbers, and email addresses.

2. **Update Demographics**
   SymKey can update essential member demographic fields, including name, language, birth sequence, contract type, and status.

3. **Perform Utility Functions**
   SymKey can add and update member Health Plan Option codes, member PCP and PCF.

4. **Add Member Notes**
   SymKey can add and edit Member notes to multiple records at a time.

5. **Update Memo Lines and User-Defined Fields**
   SymKey can add memo lines any UDF code up to the maximum of 100 UDF's that are available on this module.

Add Members

SymKey can add new members, including these fields:

- ✓ Member ID, Health Plan, PCP, and PCF

- ✓ Essential demographic fields, including name, birthdate, address, phone number, etc.

- ✓ Additional Insurance, Contract Type and Status

- ✓ User Defined Fields, Memo Lines and Notes

SymKey for Eligibility
How does it work?

1
SymKey can use custom queries or can work from a text or csv file

2
SymKey will add/edit data to existing member records

3
SymKey processes member data directly into the CAPS from the front end

4
SymKey will add notes for internal departmental use and for auditing purposes

5
SymKey will provide a completed summary batch report that includes exceptions and statistics on every batch