



MASSACHUSETTS

Micro-site Creation Process

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2 Log In

Email

Password

Create a New Micro Site
OR
 Go to Dashboard

Notes:

1.

The purpose of this app is to allow Sales team to create Micro-sites for their clients and eliminate printing costs related to employee plan information packages.

2.

Logging in to an intranet site, the salesperson has access create a new Micro-Site or to monitor their prior activity thru the use of a Dashboard



Micro-site Creation Process

Step 1 of 5 Input Basic Client Info

Create new micro-site for:

Johnson and Assoc.

OR

Duplicate an existing micro-site

Go live date

/ /

Number of employees

1-50

Number of Medical plans offered:

O1 O2 O3 O4

Plan One Plan Two Plan Three Plan Four

Plan Name	Is Pharmacy Included?
Plan One Name <input type="button" value="▼"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Type	Features
Type Choices <input type="button" value="▼"/>	Feature Choices <input type="button" value="▼"/>

Number of Dental plans offered:

O1 O2

Plan One Plan Two

Plan Name	Is Pharmacy Included?
Plan One Name <input type="button" value="▼"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Type	Features
Type Choices <input type="button" value="▼"/>	Feature Choices <input type="button" value="▼"/>

Notes:

1.

Choose client name from an existing list, input live date and choose number of employees to be covered in plans.

2.

Duplicate an existing micro-site. This will save the sales staff time. Many times plans are similar to previously created micro-sites. Once duplication is chosen, the 5 step process fields are pre-filled and editable.

3.

Once the number of Medical and Dental plans is chosen, tabs appear reflecting the number chosen. Then, plan choices and pharmacy choices are available for each plan.



MASSACHUSETTS

Micro-site Creation Process

Step 2 of 5 Choose Plan Summaries

Medical Plans

HMO BLUE HMO Network PPO BLUE PPO Network

Choose / Upload Plan Summaries for HMO BLUE

<input type="checkbox"/> ACCESS BLUE Basic \$2000	View Summary
<input checked="" type="checkbox"/> Access BLUE Basic NE	View Summary
<input type="checkbox"/> Access BLUE Basic MA	View Summary
<input checked="" type="checkbox"/> Access BLUE Care Plus	View Summary
<input type="checkbox"/> True BLUE Basic	View Summary

Dental Plans

Dental BLUE High Dental BLUE Medium

Choose / Upload Dental Plan Summaries for Dental BLUE High

<input type="checkbox"/> ACCESS BLUE Dental \$300	View Summary
<input checked="" type="checkbox"/> Dental BLUE Basic NE	View Summary
<input type="checkbox"/> Dental Coverage Basic	View Summary
<input checked="" type="checkbox"/> Dental Junior Plus	View Summary
<input type="checkbox"/> Elder Dental	View Summary

[Back to Step 1](#)[Continue to Step 3](#)

Notes:

1. Tabs appear for each Medical and Dental plan chosen, allowing PDF summaries to be selected and applied to the finished micro-site.
2. Checkboxes allow for choices. View summary links to the PDF for review by the sales team member.
3. If the continue button is clicked before all plans have had their summaries chosen, an error alert pops up.



Micro-site Creation Process

Step 3 of 5 Add Information Packets

Choose information packets to be included within the Micro-site ...lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in

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Medical Info and Services	Dental Info and Services	Wellness and General Resources
<input type="checkbox"/> Member Services	<input type="checkbox"/> Dental Services	<input checked="" type="checkbox"/> Healthy Babies
<input checked="" type="checkbox"/> Find a Doctor	<input checked="" type="checkbox"/> Find a Dentist	<input checked="" type="checkbox"/> A Healthy You
<input type="checkbox"/> Access Blue Cross	<input checked="" type="checkbox"/> Dental Blue Cross	<input checked="" type="checkbox"/> Living Smoke Free
<input checked="" type="checkbox"/> Your Pharmacy Program	<input type="checkbox"/> Gum Therapy	<input checked="" type="checkbox"/> Caring for Seniors
<input type="checkbox"/> Medication Lookup	<input type="checkbox"/> Dentures Plus	<input type="checkbox"/> Fitness Benefits
<input type="checkbox"/> Mail Service Pharmacy	<input type="checkbox"/> Root Canal	<input type="checkbox"/> Health Coaching
<input checked="" type="checkbox"/> Pharmacy Cost Sharing	<input checked="" type="checkbox"/> Wisdom Teeth	<input checked="" type="checkbox"/> Weight Loss
<input type="checkbox"/> Quality Care	<input type="checkbox"/> Braces	<input type="checkbox"/> Blue Care
<input type="checkbox"/> Covered Medications	<input type="checkbox"/> Dental Quality Care	<input type="checkbox"/> Glossary of Terms
<input type="checkbox"/> Prior Authorization	<input type="checkbox"/> Covered Medications	<input type="checkbox"/> Health Commitment
<input checked="" type="checkbox"/> Therapy	<input checked="" type="checkbox"/> Prior Dental Authorization	<input checked="" type="checkbox"/> Hug Therapy

[Back to Step 2](#)

[Continue to Step 4](#)

Notes:

1.

Information packets are applied throughout the micro-site according to subject.
Information to inform and educate.

Each packet is linked for quick review by the sales staff.



Micro-site Creation Process

Step 4 of 5 Add Customized Content

Customize information to be included within the Micro-site ...lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in

Edit Custom Welcome Message

1 Welcome to the (COMPANY NAME) Blue Cross Blue Shield Employee web site ...lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt.

Custom Contact Information

2

Contact Title	Contact Description	
Phone Number	And / Or	Email Address

"Top Things You Should Know" (Choose up to 4 items)

- 3
- | | |
|--|---|
| <input checked="" type="checkbox"/> Learn how to save up to \$500 ! | <input type="checkbox"/> See how your local hospitals rate |
| <input type="checkbox"/> Learn about your own 24/7 hotline | <input checked="" type="checkbox"/> Pet care is important |
| <input type="checkbox"/> Learn how to "Get Fit" | <input type="checkbox"/> Weight loss is a big fat problem |
| <input checked="" type="checkbox"/> Your Pharmacy can make home deliveries | <input checked="" type="checkbox"/> Tell Blue Cross what you think! |

[Back to Step 3](#)

[Continue to Step 5](#)

Notes:

1. Customized Welcome Message. Appears on home page of micro-site.
2. Custom Contact Information. Appears on home page and on contact page of micro-site.
3. Things you should know. Choices appear on home page of micro-site. Allows up to 4 choices.



Micro-site Creation Process

Step 5 of 5 Review and Approve!

4 Medical Plans Chosen: [Edit](#) 1

Plans Chosen	Summaries Chosen
HMO BLUE	Access BLUE Basic NE
	Access BLUE Care Plus
HMO Network	True BLUE Basic
	Access BLUE Basic NE
PPO Blue	Access BLUE Basic

2 Dental Plans Chosen: [Edit](#)

Plans Chosen	Summaries Chosen
Dental BLUE High	Access BLUE Basic NE
	Access BLUE Care Plus
Dental BLUE Medium	True BLUE Basic
	Access BLUE Basic NE

11 Custom Info Packets Chosen: [Edit](#)

Medical Info and Services	Dental Info and Services	Wellness and General Resources
Find a Doctor	Find a Dentist	Healthy Babies
Your Pharmacy Program	Dental Blue Cross	A Healthy You
Pharmacy Cost Sharing	Wisdom Teeth	Living Smoke Free
Therapy	Prior Dental Authorization	

Custom Welcome Message: [Edit](#)

Welcome to the Johnson and Assoc. Blue Cross Blue Shield Employee web site ...lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
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Custom Contact Information: [Edit](#)

Contact Johnson and Assoc.
Human Resources at:
(508) 954-6061 or
email us at hr@jaaco.com

4 "Top Things You Should Know" [Edit](#)

- Learn how to save up to \$500 !
- Your Pharmacy can make home deliveries
- Pet care is important
- Tell Blue Cross what you think!

Notes:

1.

Edit.
While reviewing the choices made, clicking the edit button on each item will allow for changes within the section chosen. All other choices will remain intact.

2.

Publish the Micro-Site!
After review, the site gets populated and published.
Site will remain in staging until client approval.

[Back to Step 4](#)

2 Publish the Micro-Site!



2 {

- Your Plans
- Medical
 - HMO Blue
 - HMO Network
 - PPO Blue
 - PPO Network
- Dental
 - Blue High
 - Blue Medium

[Home](#)[Wellness](#)[Resources](#)[Contact Us](#)

Welcome to the Johnson and Assoc. Blue Cross Blue Shield Employee web site

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4 Contact Human Resources
(508) 954-6061 or email hr@jaaco.com

Top Things You Should Know

- 5 • Learn how to save up to \$500 !
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- Your Pharmacy makes Home Deliveries
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• Tell Blue Cross what you think!
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• Pet care is important
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TOOLS & GUIDES

6

Find a Doctor

Find a Dentist

Living Smoke Free

Healthy Babies

A Healthy You

Pharmacy Cost Sharing

Notes:

All pages contain consistent top, left and bottom navigation.

1. Client name, chosen in step 1 of 5 of the Micro-Site Creation Process.

2. Medical and Dental Plans, selected in step 1 of 5 of the Micro-Site Creation Process.

3. Custom Welcome Message, created in step 4 of 5 of the Micro-Site Creation Process.

4. Custom Contact Info, created in step 4 of 5 of the Micro-Site Creation Process.

5. Top Things You Should Know, chosen in step 4 of 5 of the Micro-Site Creation Process.

6. Tools & Guides, chosen in step 3 of 5 of the Micro-Site Creation Process.

[Home](#)[Wellness](#)[Resources](#)[Contact Us](#)

Your Plans

Medical

HMO Blue

HMO Network

PPO Blue

PPO Network

Dental

Blue High

Blue Medium

Get Healthy Programs

1. **A Healthy You**

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Living Smoke Free

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Healthy Babies

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Weight Loss Made Easier

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TOOLS &
GUIDES [Find a Doctor](#) [Find a Dentist](#) [Living Smoke Free](#) [Healthy Babies](#) [A Healthy You](#) [Pharmacy Cost Sharing](#)

Notes:

1.

Wellness Programs are redundant items, chosen in
step 3 of 5 of the Micro-Site Creation Process.



Home

Wellness

Resources

Contact Us

Your Plans

Medical

HMO Blue

HMO Network

PPO Blue

PPO Network

Dental

Blue High

Blue Medium

Helpful Resources

Member Services

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Find a Doctor

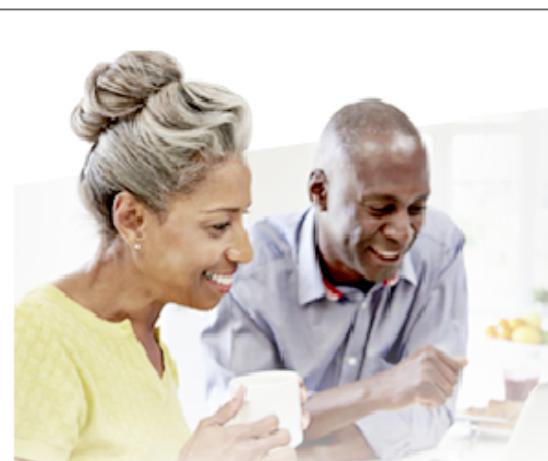
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Find a Dentist

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Pharmacy Cost Sharing

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TOOLS &
GUIDES

Find a Doctor

Find a Dentist

Living Smoke Free

Healthy Babies

A Healthy You

Pharmacy Cost Sharing

Notes:

1.

Helpful Resources are redundant items, chosen in step 3 of 5 of the Micro-Site Creation Process.



Home

Wellness

Resources

Contact Us

Your Plans

Medical

HMO Blue

HMO Network

PPO Blue

PPO Network

Dental

Blue High

Blue Medium

Contact Us

1. 24/7 Blue Cross Hotline

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2. Tell Blue Cross what you think!

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Contact Johnson and Assoc.
Human Resources at:
(508) 954-6061 or
email us at hr@jaaco.com

TOOLS &
GUIDES

Find a Doctor

Find a Dentist

Living Smoke Free

Healthy Babies

A Healthy You

Pharmacy Cost Sharing

Notes:

1.

Standard items pre-set to all sites, not part of the Micro-Site Creation Process.

2.

Custom Contact Info, created in step 4 of 5 of the Micro-Site Creation Process.



Home Wellness Resources Resources

Your Plans
Medical
HMO Blue
HMO Network
PPO Blue
PPO Network
Dental
Blue High
Blue Medium

HMO Network Plan Overview

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1. Summaries Benefits Costs

HMO Network Summaries... consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure

2. **True BLUE Basic**
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Access BLUE Basic NE
Download and print a PDF lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore

TOOLS & GUIDES

Find a Doctor Living Smoke Free A Healthy You

Find a Dentist Healthy Babies Pharmacy Cost Sharing

Notes:

1. Medical Plan Information
Tabs pull out from the left navigation for each medical and dental plan. Includes information on Summaries, Benefits and Costs.

2. Links to downloadable/printable PDF's with summaries of each plan.