

## How to Run HCR 1095 Report

1. Log in to your BCBS GroupAccess Portal.
2. Click the “Group Reports” link near the bottom of the page.

The screenshot shows the BlueCross BlueShield of Alabama GroupAccess portal. At the top, there is a navigation bar with links for GroupAccess, Health & Dental Plans, Health & Wellness, Forms & Materials, and Find a Doctor. A search bar and a user login status are also visible. The main content area features a banner for 'New GroupAccess features are now live!' with a list of updates: Simplified design, Updated look and feel, and Custom favorites toolbar. Below the banner, there are several sections: 'I WANT TO...' with links like 'Contact My Group Representative' and 'Register For Other Features'; 'PUBLICATIONS' with links for newsletters and updates; 'ADD FAVORITES'; 'ACCOUNT MANAGEMENT' with links for invoices and renewals; 'EMPLOYEE MANAGEMENT' with links for enrollment and ID cards; 'REPORTS' with a red arrow pointing to the 'Group Reports' link; and 'RESOURCES'.

3. Select “Affordable Care Act/Employer Reports” from the “Report Categories” dropdown.

The screenshot shows the 'GROUP REPORT CATEGORIES - GROUP' page. The breadcrumb trail is 'GROUPACCESS > GROUP REPORTS > REPORT CATEGORIES'. The page title is 'GROUP REPORT CATEGORIES - GROUP'. Below the title, there is a 'Report Categories' dropdown menu with 'Affordable Care Act/Employer Reports' selected. At the bottom of the page, there are 'GO BACK' and 'SUBMIT' buttons. The footer contains links for Fraud & Abuse, HIPAA Privacy Notice, Privacy Statement, Legal Disclaimer, Accessibility Information, Information in Other Languages, and Notice of Non-discrimination, along with a copyright notice for 2018.

4. Select the “HCR 1095 Covered Individuals Report” and choose the most recent date available in the first dropdown.

BlueCross BlueShield of Alabama

ABOUT US | CONTACT US

Group Access | Health & Dental Plans | Health & Wellness | Forms & Materials | Find a Doctor

GROUP ACCESS > GROUP REPORTS > REPORT CATEGORIES > REPORTS AVAILABLE > RUN DATE

SIGN OUT

YOU ARE SIGNED IN AS MANDI0321

- HCR 1095 FAQ
- HCR 1095 Column Descriptions

## GROUP [REDACTED] - HCR 1095 COVERED INDIVIDUALS REPORT

Disclaimer: Blue Cross does not make any representation as to the completeness or accuracy of the information provided. This information reflects only the data provided to Blue Cross by the group as reflected in our records.

The division associated with a contract may not be used to determine full or part time status for any employee or eligible dependent according to the Affordable Care Act. The group is solely responsible for making this determination in accordance with the Affordable Care Act.

Run Dates Available: 11.04.2018

Group Report Format:  Excel

Number of Pages to View:  100  200  All

Report Results:  Entire Report  Specific Division

GO BACK | SUBMIT

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5. Save this Excel file and upload the file at [alabamaretail.org/upload](http://alabamaretail.org/upload)