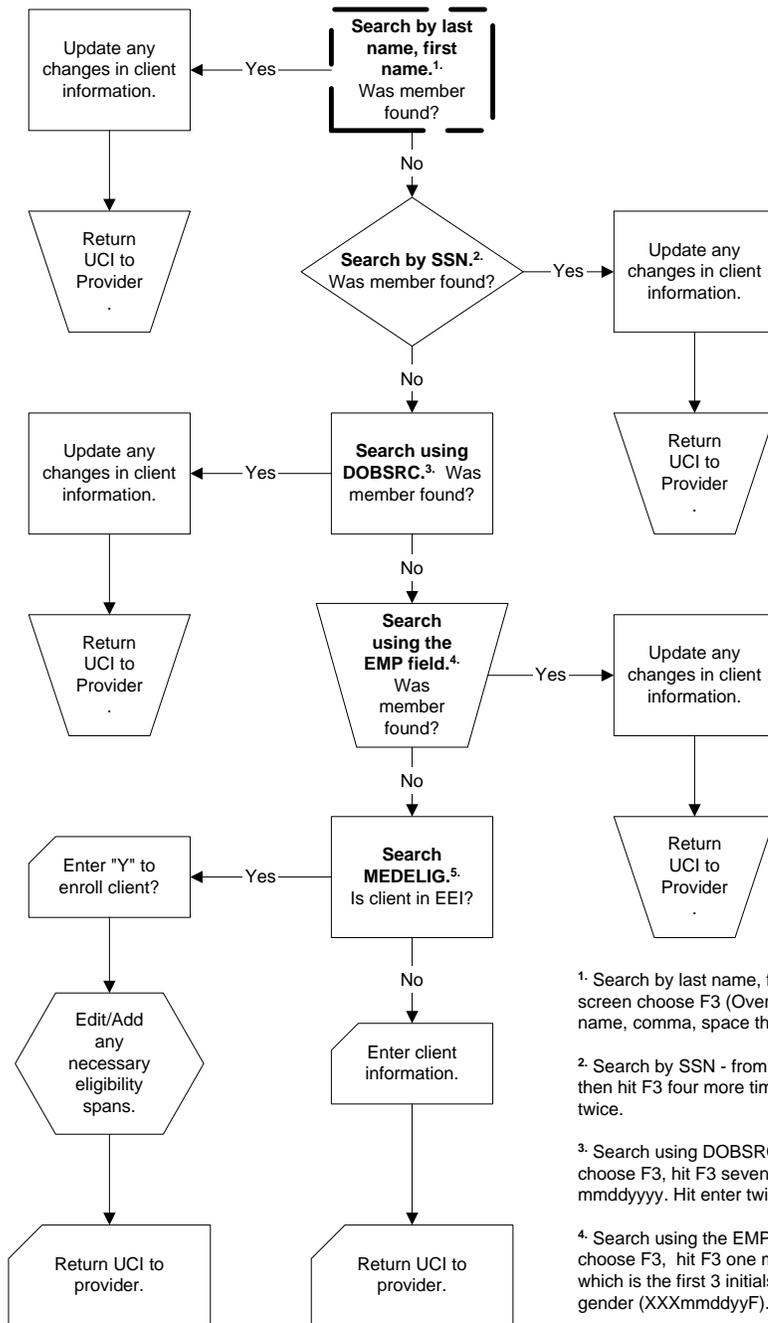


How to Search for a Member



1. Search by last name, first name - from the member screen choose F3 (Overview scrn), in upper case enter last name, comma, space then first name. Hit enter twice.

2. Search by SSN - from the member screen choose F3, then hit F3 four more times and enter the SSN. Hit enter twice.

3. Search using DOBSRC - from the member screen choose F3, hit F3 seven more times. Enter date of birth like mmddyyyy. Hit enter twice.

4. Search using the EMP field - from the member screen choose F3, hit F3 one more time. Enter the Employee # which is the first 3 initials of the last name, date of birth and gender (XXXmmddyF).

5. Search using MEDELIG - from the member screen choose F6 (SpecFuncs), then select X (External Eligibility Inquiry) then hit enter. If you have the Medicaid ID you can enter and search on that. If you do not have the Medicaid ID, it is best to search on the first two letters of their last name and date of birth. You can search on SSN only by entering a ? in the Medicaid ID field and the SSN.