

Monthly Check List

New Member Enrollment

- Complete 7-page member enrollment form
 - Attach labs listed on page 7
 - SMA
 - CBC
 - RPR
 - HIV
 - Routine Urinalysis
 - Drug Screen
 - TB
 - Social Security Card and Driver's License
- Enroll new member in PATROLE (before opening the monthly report)
- Upload enrollment documents in PATROLE

Monthly Contribution Report

- Enter reported wages, state pay, overtime, EE/ER contributions
- Enter any status changes for employees on current report
- Enter any classification changes
- Submit monthly report
- Go to Billing/E-pay and click on Pay Invoice