

March 28, 2024

UPDATED HBT ADMINISTRATION GUIDE

HBT Administration Guide Version 6.0 (March 2024) has been updated and split into 3 versions to better accommodate the needs of our Employers in different sectors. All references and provisions pertaining to other sectors have been removed from the respective version.

The revised HBT Administration Guide is now available on Pacific Blue Cross' (PBC) website. It replaces the HBT Administration Guide Version 5.0 (July 2023).

The placement of the Administration Guide on Pacific Blue Cross' (PBC) website has been updated. To locate the HBT Administration Guide relevant to your division, you can now access it within the 'Messages' tab on PBC's ADMINnet, as below:

The screenshot shows the Pacific Blue Cross ADMINnet interface. At the top, there are logos for Pacific Blue Cross, HBT, and ADMINnet. Below the logos is a navigation bar with tabs: Home, Policy, Enrollment, Reports, Resources, Account, Contact, and Sign Out. A user greeting bar shows 'Welcome, Aigneis Hitchen' with various links to change policy, ID, member info, and a date selector set to 03/27/2024. The main content area is divided into two columns. The left column has a 'Look-up Member Information' section with input fields for Last Name, First Name, and Member ID, and a 'Search' button. Below this is a 'Task and Resource Launcher' with six icons and links: View Policy Information, View Invoice Statements, Download Claim Forms, Download Admin Forms, On Demand Reports, and Prepared Reports. The right column has a 'Messages' section with three links: HBT Administration Guide (Permitted Employers), HBT Administration Guide (CSSEA), and HBT Administration Guide (Healthcare). Below the Messages section is a 'Newsletters & Updates' section. A red arrow points from the 'Look-up Member Information' section to the 'Messages' section.

Please disregard previous versions of the HBT Administration Guide and use Version 6.0 going forward.

We have included a list of the changes for Version 6.0 in the Appendix of the HBT Administration Guide.

Please forward this document to all departments within your organizations that may require and rely on this information.

Questions

If you have any questions, please contact your designated Benefits Administrator or BenefitsTeam@hbt.ca or 604-736-2087; Toll-free at 1-888-736-2087.