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**NY 14-15**  
**PE14-13**  
**PA14-14**  
**PAEX14-14**  
**SEHP 14-09**

**TO:** Health Benefits Administrators of New York State, Participating Employers,  
Participating Agencies with The Empire Plan or Excelsior Plan and Graduate  
Student Employee Health Plan  
**FROM:** Employee Benefits Division  
**SUBJECT:** Worklist Filtering  
**DATE:** March 20, 2014

NYBEAS has been enhanced to provide additional functionality to help NYBEAS users manage their worklist items more effectively. Additionally, users now have the ability to sort their worklist items by a date range, or to a specific number of items within a designated date range. This function is known as "filtering" the worklist.

Filtering your worklist will decrease the time it takes NYBEAS to process the details of your worklist items. Detailed instructions on how to filter your worklist is enclosed.

If you have any questions regarding this memo, please contact a processor at the EBD HBA Help Line at 518-474-2780, Monday through Friday, 9AM to 4PM EST.

Attachment:  
Worklist Filter Enhancement Instructions