Getting Started

I. Logging into the DRS Insurance Module

- 1. To get started, click on the DRS Quicklink at the top of the <u>www.nhrs.org</u> homepage.
- 2. Click on Authorized on the Authorized Access Only screen and use your Username and Password to Login.

Note: If you do not have a username and password, or do not have access to the Insurance Module, please call NHRS at (603) 410-3508.

News	Meetings & Events Con	itact Social Media Fo	orms FAQs (DRS Quicklink	Text Size A A A
NHI New Hampshire Retire	RS	My Acco Need an account?	unt Login Sign up here	Search Advanced Search
Members	Retirees	Employers	Funding & Investments	About NHRS
	A	uthorized Acces	s Only	
You	are about to log onto the Nev	w Hampshire Retirement Syst	em's Data Reporting System.	
The Syst	Data Reporting System is onl em or their authorized Vendo	ly for Participating Employers ors or Third Party Administrat	of the New Hampshire Retirement ors (TPAs).	
If yo Rep	u are not a Participating Emp orting System.	oloyer, Vendor, or TPA you are	prohibited from logging onto the Dat	a
Viol	ators will be prosecuted to th	e full extent of the law under	US Code Title 18, Section 1030.	
l ha Reti	ve read this disclaimer and I a rement System pursuant to R	am an authorized participatin ISA 100-A:20,I.	g Employer of the New Hampshire	
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	If you are having dif pleas Active Employee Retiree Reportin call 603-410 or toll free 1-877-600-0158	A Retirement System	Login araot your password2 Data Reporting System, iervices surance issues: all 603-410-3675 or toll free at 600-0158 (ext. 3675)	
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- **3.** Click on the **Insurance Reporting** link.
 - a. From this module you will be able to submit or change insurance authorizations (i.e. annuity deduction authorizations) or update group insurance premium rates.



Note: New or infrequent users should review the key terms listed below before entering the module.

KEY TERMS

- **Carrier:** This is the vendor number. Most employers have one carrier; larger employers and third-party administrators (TPAs) can have multiple carriers.
- **Coverage Code:** Typically, this is the plan's coverage group (ex. Group A, Group B, etc.) followed by plan type (ex. 1-Per, 2-Per, FAM, MEDI).
 - **Note:** Rates ending in –M indicate a rate for a member and/or spouse receiving a Married Couple Double Subsidy.
- **Collection ID:** Typically the plan's group number, either listed alone or with the A, B, C from the coverage code included.
- Premium Type: This is the type of coverage 1-Person, 2-Person, Family, Medicomp.

• Rate: This is the premium rate for each coverage code.

II. Navigating the DRS Insurance Module Menu

The menu on the left-hand side of the Insurance Module consists of four components.

- The Rates section is where employers and TPAs can change, terminate, reactivate, or add new premium rates for each coverage type offered. Typically, rate changes are made annually. For an instructional video on this process, see <u>https://www.nhrs.org/education</u>
- The **Authorizations** section is where employers and TPAs can add, modify, or terminate coverage at the individual level.
- The **Reports** section allows employers and TPAs to run an Insurance Deduction Register (this is the same report you receive in your End of Month File) or an Insurance Active Rate report. See below for instructions on running reports.

Note: Having these reports open will be useful when doing insurance authorizations.

Fund Options

Rates

Change

Authorizations

Search for SSN

Ins Deduction

Insurance Active Rate

Register

٠

Reports

Terminate

Reactivate Add Brand New

- Select Carrier
- Select Module
- Help
- Change Password
- Logout
- The **Fund Options** section allows employers and TPAs with multiple carriers to select a specific carrier. All users may also switch to a different DRS module (if authorized), access the help section, change a password, and log out of the DRS.

III. Generating Reports in the DRS Insurance Module

INSURANCE DEDUCTION REGISTER REPORT

The Insurance Deduction Register report is useful when submitting insurance authorizations (to know which retirees are attached to specific Collection IDs), or when terminating a rate (to show retirees associated with the rate).

1. Click on Ins Deduction Register.



2. The screen below will appear:

2nourance b	cudenon nep	
Check Issue Dates:	06/30/2017	
Collection ID:		¥
Premium Type:		•

- 3. Use the **Check Issue Dates** field to choose which month you wish to run a report for.
- **4.** You can refine the report by choosing a specific **Collection ID**.
- 5. You can then further sort the report by **Premium Type**.
 - a. If you do not select a Premium Type, <u>all</u> retirees attached to the selected Collection ID will show. If you do not select a Collection ID, <u>all</u> retirees in the selected Check Issue Dates will show.
 - b. **Note:** When inputting insurance authorizations, you should sort by Collection ID. You can also further sort the report by Premium Type, if needed.
- 6. After choosing the parameters of the report, click **Run Report**. The screen below will appear:



- 7. Click **Download File**. The report will open in a new browser window.
- 8. Here is an example of an Insurance Deduction Register report:

Run Date : 03/30/2017 Run Time : 8:07 AM		Ins	H Retirem	ent Syst uction Re	tem gister	Us Pa	User Id : PGold Logon Page: 1		
Insurance Type:	All Insurance Ty	vpes	Check	Issue Date:	04/28/2017				
Insurance Carrier: Collection ID:	1000340-AA	Premium Type:	Payrol One Person Premi	II Mode: ium Coverage	Trial Run				
Payee Name		SSN	Plan	Member Deduction Amount	Employer Amount	NHRS Amount	Total Premium		
		Employe	e - P. Subdivision	\$55.94	\$0.00	\$375.56	\$431.50		
		Employe	e - P. Subdivision	\$55.94	\$0.00	\$375.56	\$431.50		
Totals for Carrier By	Plan								
Employee - P. S	ubdivision	2		\$111.88	\$0.00	\$751.12	\$863.00		
Carrier Totals:		2		\$111.88	\$0.00	\$751.12	\$863.00		
Totals for Insurance	Type By Plan								
Employee - P. S	ubdivision	2		\$111.88	\$0.00	\$751.12	\$863.00		
Insurance Type Tota	ls:	2		\$111.88	\$0.00	\$751 12	\$863.00		

INSURANCE ACTIVE RATE REPORT

The Insurance Active Rate report is useful when you are selecting insurance premiums. You will use this report to reference the active rates for the payroll months you are working on.

1. Click on Insurance Active Rate.



2. The screen below will appear:



- 3. You can run this report to sort by either Coverage Code or Effective Date.
- 4. Here is an example of an Insurance Active Rate Report:

Run Date : 03/30/2017 Run Time : 7:56 AM	NH Reti Insurance	NH Retirement System Insurance Active Rate Report				PGold Logon Page 1
Company Name: Carrier Code: 1	000340					
Coverage Code	Description	Collection ID	Total Premium	Employer Amount	Effective Date	Termination Date
GROUP A - 1 PER	1000340 RED 35%	1000340-A	\$277.90	\$0.00	07/01/2016	
GROUP A - 2 PER	1000340 RED 35%	1000340-A	\$555.80	\$0.00	07/01/2016	
GROUP A - MEDI	1000340 MEDI WITH RX	1000340-A	\$438.54	\$0.00	01/01/2017	
GROUP A - MEDI-M	1000340 MEDI WITH RX	1000340-A	\$438.54	\$0.00	01/01/2017	
GROUP AA- 1 PER	1000340 GREEN 50%	1000340-AA	\$431.50	\$0.00	07/01/2016	
GROUP B - 1 PER	1000340 SINGLE DENTAL	1000340-B	\$45.03	\$0.00	07/01/2015	
GROUP B - 2 PER	1000340 2PERSON DENTAL	1000340-B	\$86.65	\$0.00	07/01/2015	
GROUP B - FAM	1000340 FAMILY DENTAL	1000340-B	\$138.74	\$0.00	07/01/2015	
GROUP BB- 1 PER	1000340 YELLOW 35%	1000340-BB	\$258.30	\$0.00	07/01/2016	
GROUP BB- 2 PER	1000340 YELLOW 35%	1000340-BB	\$516.60	\$0.00	07/01/2016	
GROUP D - 1 PER	1000340 BLUE 100%	1000340-D	\$949.50	\$0.00	07/01/2016	
GROUP D - 1 PER-M	1000340 BLUE 100%	1000340-D	\$949.50	\$0.00	07/01/2016	
GROUP E - 1 PER	1000340 YELLOW 50%	1000340-E	\$369.00	\$0.00	07/01/2016	
GROUP E- 1 PER	1000340 RED 100%	1000340-E	\$794.00	\$0.00	07/01/2016	
GROUP E- 2 PER	1000340 RED 100%	1000340-E	\$1,210.00	\$0.00	10/01/2014	
GROUP F - 1 PER	1000340 YELLOW 70%	1000340-F	\$516.60	\$0.00	07/01/2016	
GROUP G - 1 PER	1000340 POS 35% BUY UP 1 PERSON	1000340-G	\$363.62	\$0.00	07/01/2015	
GROUP G - 2 PER	1000340 POS 35% BUY UP 2 PERSON	1000340-G	\$727.25	\$0.00	07/01/2015	
GROUP H - 1 PER	1000340 BLUE 100%	1000340-H	\$888.50	\$0.00	07/01/2015	

IV. Looking up an Individual Record

To add or change insurance premiums, you will need to access the record for the primary insured individual (i.e. the retiree or the retiree's spouse, if the retiree is deceased). The record is accessed by Social Security number.

The record will contain information for everyone who is receiving coverage (i.e. their spouse or other dependents, if any).

1. Click on Search for SSN in the Authorizations section.

Note: If you have multiple carriers, be sure you have selected the appropriate carrier for the member you are searching for.



Enter the retiree's Social Security number to view Medicare information (if any), dependents attached to the plan, and health, dental and/or vision insurance deductions.
 Note: If the Social Security number is not found, please double-check the number and try again. If needed, please contact an NHRS Medical Benefits representative at (603) 410-3675 for further assistance.

Search For SSN Enter SSN for the Payee	
SSN:	
Search	

3. Here is an example of an individual retiree's record page:

PENSION GOLD RETIREMENT SOLUTIONS Software for Possion Administration										
Rates • Change • Terminate • Reactivate	Payee Benefit Information Add, Edit or Terminate benefit information below or call a Medical Benefit Representative at (603) 410-3675 for assistance SSN:									
Add Brand New	Name:			Part A	DOB:		Gender: Male			
Authorizations	Medicare#:			Date:			Date:			
Search for SSN Queued Items All Queued Items	Update	e Medicare Information								
Reports Ins Deduction 	Dependents									
Register Insurance Active Rate 		Name		SSN	DOB	Relations	hip Mea	licare	Effective Date	
	Edit					Wife		N	06/04/2008	Terminate
Fund Options Select Carrier Select Module Help Change Password Logout	Add Do	ependent rance								
		Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
	Add Ins	Early Retirement	06/01/2008							
					Dental	GROUP B - 2 PER	\$ 86.65	N	06/01/2008	Terminate
					Health	GROUP AA- 1 PER	<mark>\$ 4</mark> 31.50	N	08/01/2015	<u>Terminate</u>
					Health	GROUP AA- 1 PER	\$ <mark>4</mark> 31.50	N	08/01/2015	Terminate

- 4. From this page, you will be able to complete a number of tasks, including:
 - **a.** Setting up insurance for the first time; changing a benefit from a two-person plan into two separate plans; adding Medicare information and changing coverage to Medicomp; adding or removing dependents; etc.
 - **b.** Step-by-step instructions for the following processes are available:
 - i. Adding Insurance for a Retiree
 - ii. Adding Dependents

- iii. Adding Insurance for a Dependent
- iv. Adding a Medicare Card for a Retiree or Dependent
- v. Terminating Insurance for a Retiree or Dependent
- vi. <u>**Two-Person to Two Separate Plans**</u> (Use this to change a benefit from a two-person plan into two separate plans.)
- vii. Death or Divorce of a Spouse
- viii. Changing to a Medicare Plan (For a Dependent)
- *ix.* <u>Continuance Benefit- Retro Add</u> (Use this to set up a continuance benefit and add insurance deductions to a spouse's monthly survivor benefit when a retiree passes away. **Note:** For NHRS Medical Subsidy purposes only. NHRS cannot retroactively pay payee deductions.)
- x. <u>Changing from One Medicare Premium or Group Number to Another</u> (For TPAs only.)
- xi. <u>Changing from Medical Subsidy Only to Having Deductions</u> (Use this when an NHRS Medical Subsidy recipient with zero deductions will begin to have deductions.)

V. Supporting Documentation

As you make deduction changes, some actions require supporting documents to be uploaded: **Note:** The file must be saved as one of the following file types: .BMP, .JPEG, .JPG, .PDF, .PNG, .TIF, .TIFF, or .TXT.

- To add Medicare information for a retiree or dependent, you will need:
 - Medicare card or letter from Social Security showing Part A and Part B, if applicable, dates.
- For first time setup of insurance or adding insurance after a gap in coverage, you will need:
 - Annuity Deduction Authorization Form and/or a letter from their previous employer showing coverage for time of break.
- To add a new dependent, you will need:
 - Marriage certificate for spouse, and doctor's note and tax information for a disabled dependent.
- To terminate insurance for reason of death or divorce, you will need:
 - Death certificate or divorce decree.

Note: To add a Medicomp supplemental insurance plan, an upload may not be required but it is always queued for approval by an NHRS Medical Benefits representative.