

# Changing From Medical Subsidy Only to Having Deductions

When a member has ZERO insurance deductions from his or her pension benefit, but is in receipt of the NHRS Medical Subsidy, you will see a Y indicator in the Subsidy Only column. These instructions show how to change a member from Subsidy Only to having deductions.

1. Start by terminating the current premiums that will now require deductions. Click **Terminate**.

Insurance									
	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
<a href="#">Add Ins</a>	Early Retirement	07/01/2009							
			██████████	Dental	GROUP B - 2 PER	\$ 86.65	N	07/01/2009	<a href="#">Terminate</a>
			██████████	Health	GROUP I - 1 PER	\$ 863.00	Y	06/01/2016	<a href="#">Terminate</a>
			██████████	Health	GROUP I - 1 PER	\$ 863.00	Y	06/01/2016	<a href="#">Terminate</a>

**Note:** Please be aware that ANYTIME you terminate a premium you will receive the message below. If you are not setting up a new premium there will be a gap in coverage; this message explains that the member will no longer be eligible to receive the NHRS Medical Subsidy. If you are terminating one premium to replace it with another, you must make both changes in succession.

**Rates**

- Change
- Terminate
- Reactivate
- Add Brand New

**Authorizations**

- Search for SSN
- Queued Items
- All Queued Items

**Reports**

- Ins Deduction Register
- Insurance Active Rate

### Terminate Insurance Verify for ██████████

**PLEASE NOTE:**

Qualified retirees who decline the Medical Subsidy because of health insurance coverage through another employer-sponsored plan will be permitted to return to the former employer's plan in order to receive the medical subsidy when the retiree is no longer eligible for the other employer-sponsored health insurance coverage.

Qualified retirees who discontinue coverage under the plan sponsored by the former employer for any other reason will **not** be eligible for the medical subsidy if the retiree subsequently returns to coverage.

Terminate insurance: 1 Person Health Insurance GROUP I - 1 PER? Click **Yes** to terminate, **No** to cancel.

2. a. Enter a **Termination Date**.
- b. Enter a **Termination Reason**.
- c. Click **Save Insurance Info**. (The date will revert back to the last business day of the previous month).
 

**Note:** If you click on Back to Payee before saving you will lose what you have done so far.
- d. Click **Back to Payee**.

3. Once you are back to the payee's record, click on **Add Ins**.

Insurance		
	Benefit Type	Ben Eff Date
<a href="#">Add Ins</a>	Early Retirement	07/01/2009

4. a. Specify who the **Insurance Premium** is for.
- b. Enter the **Effective Date**. (The **Effective Date** is always the current, or a future, payroll date).
- c. Enter the **Insurance Type**.
- d. Click **Continue**.

5. Select the **Coverage Description** that matches the premium for the person you selected on the previous screen.

**Note:** If you are unsure of the **Coverage Description** please refer back to your Insurance Active Rate report. See *Getting Started* for instructions to access this report.

The screenshot shows the 'Insurance Information for' screen. The 'Coverage Description' dropdown menu is open, displaying a list of options. A red arrow points to the dropdown. The selected option is '1000340 BLUE 40% GROUP W - 1 PER'. Other options include '1000340 BLUE 100% GROUP D - 1 PER', '1000340 BLUE 100% GROUP H - 1 PER', '1000340 BLUE 100% DEPENDENT GROUP T - 1 PER', '1000340 GREEN 100% GROUP I - 1 PER', '1000340 GREEN 100% GROUP I - 1 PER-M', '1000340 GREEN 100% DEPENDENT GROUP IA- 1 PER DEP', '1000340 GREEN 35% GROUP N - 1 PER', '1000340 GREEN 35% GROUP N - 1 PER-M', '1000340 GREEN 40% GROUP K - 1 PER', '1000340 GREEN 50% GROUP AA- 1 PER', '1000340 GREEN 70% GROUP S - 1 PER', '1000340 MEDI NO RX GROUP M - MEDI', '1000340 MEDI WITH RX GROUP A - MEDI', '1000340 MEDI WITH RX GROUP A - MEDI-M', '1000340 POS 35% BUY UP 1 PERSON GROUP G - 1 PER', '1000340 POS 35% BUY UP 2 PERSON GROUP G - 2 PER', and '1000340 RED 100% GROUP E - 1 PER'. A 'Back to Payee' button is visible to the left of the dropdown.

6. Click **Continue**.

The screenshot shows the 'Insurance Information for' screen. The 'Coverage Description' dropdown menu is now closed and displays '1000340 MEDI WITH RX GROUP A - MEDI'. The 'Continue' button is circled in red. A 'Back to Payee' button is also visible.

7. Click **Save Insurance Info**.

The screenshot shows the 'Insurance Information for' screen with the 'Add Insurance Information' section. The 'Save Insurance Info' button is circled in red. The form displays the following information:

- Insurance Premium For: [Redacted]
- Effective Date: 06/01/2017
- Ins Type: Health Insurance
- Coverage Code: GROUP A - MEDI
- Description: 1000340 MEDI WITH RX
- Collection ID: 1000340-A
- Premium Type: Medicomp
- Member Premium: 438.54
- Subsidy Only:
- Termination Date: [Text Input]
- Termination Reason: [Dropdown Menu]
- Retro Date: [Text Input]
- Retro Note: [Text Area]

A 'Back to Payee' button is visible to the left of the 'Save Insurance Info' button.

- Once the insurance is added, click **Back to Payee** to see the new premiums in the Insurance Grid.

**Note:** If the premium information you entered is incorrect, you have the option to **Delete** the premium before the 20<sup>th</sup> of the month and enter corrected information.

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### Insurance Information Result for [REDACTED]

Insurance information has been successfully updated. No further action required.

Insurance Premium For: [REDACTED]

Effective Date: 04/01/2017

Ins Type: Health Insurance

Coverage Code: GROUP W - 1 PER

Description: 1000340 BLUE 40%

Collection ID: 1000340-W

Premium Type: 1 Person

Member Premium: 431.70

Subsidy Only:

Termination Date:

Termination Reason:

Retro Date:

Retro Note:

Back to Payee
Print Screen

			[REDACTED]	Health	GROUP W - 1 PER	\$ 431.70	N	04/01/2017	<a href="#" style="border: 1px solid red; border-radius: 50%; padding: 2px;">Delete</a>
			[REDACTED]	Health	GROUP W - 1 PER	\$ 431.70	N	04/01/2017	<a href="#">Delete</a>

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