

Adding a Medicare Card for a Retiree or Dependent

Some screenshots in these instructions may appear slightly different on your computer. This is due to browser differences (i.e. Internet Explorer vs Chrome, etc.). It should not affect how you set up insurance. However, if you see a different screen and are unsure how to proceed, please contact an NHRS Medical Benefits representative at (603) 410-3675 for further assistance.

FOR A RETIREE:

1. To add Medicare information for the retiree, click on the **Update Medicare Information** button.

Payee Benefit Information
Add, Edit or Terminate benefit information below or call a Medical Benefit Representative at (603) 410-3675 for assistance

SSN: [REDACTED]

Name: [REDACTED] DOB: [REDACTED] Gender: Male

Medicare#: [REDACTED] Part A Eligible Date: [REDACTED] Part B Eligible Date: [REDACTED]

Update Medicare Information

2. When you click **Update Medicare Information**, you will see a screen that looks like this. Type in the Medicare information listed on the card; the eligible dates will always be the first of a month:

Medicare Information for [REDACTED]
Enter Medicare Information

Medicare#: [REDACTED] Part A Eligible Date: 04/01/2017 Part B Eligible Date: 04/01/2017

Back to Payee Save Medicare Info

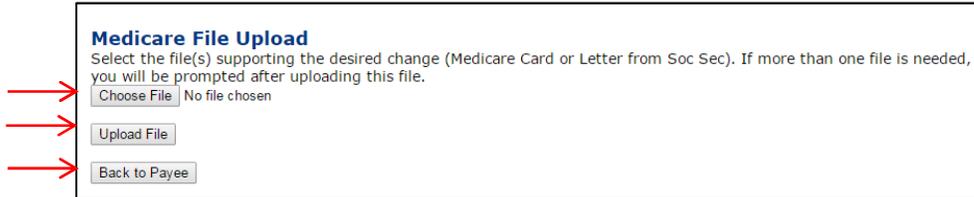
3. Once done, click **Save Medicare Info**. The command buttons on the screen will change. To upload the Medicare card, click on **Upload Files**. (You can also print the screen for your records.)

Medicare Information Result for [REDACTED]
A Medical Benefit representative will review the queued changes for approval. Please print screen for your records. Select "Upload Files" to upload the required document(s) supporting this change.

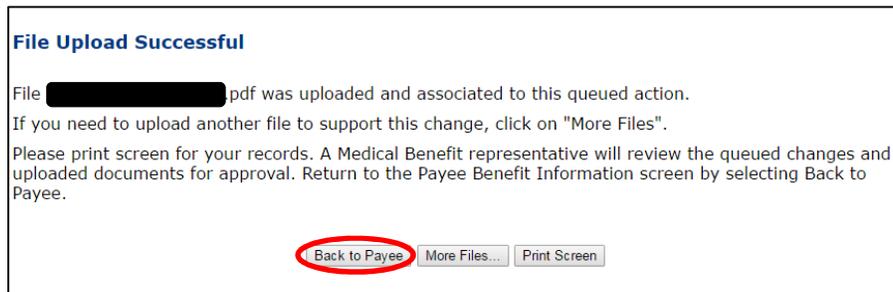
Medicare#: [REDACTED] Part A Eligible Date: 04/01/2017 Part B Eligible Date: 04/01/2017

Upload Files Print Screen

4. When you click on **Upload Files** you will see a screen that looks like this:



5. Click on **Choose File** and select the file saved on your computer.
- Note:** The file must be saved as one of the following file types: .BMP, .JPEG, .JPG, .PDF, .PNG, .TIF, .TIFF, or .TXT.
6. Once you have selected the file, click on **Upload File**. If the file upload was successful, you will see the following screen.
- a. This item has now been queued and is awaiting approval from a Medical Benefits representative at NHRS.



7. From this screen, you will have the choice to go **Back to Payee**, upload **More Files** or **Print Screen**.
8. When you are done, click on **Back to Payee** to return to the Payee Benefit Information screen.

FOR A DEPENDENT:

1. When a spouse or dependent acquires a Medicare Card, click **Edit** in the Dependents section next to the person whose record you intend to update.

Payee Benefit Information
Add, Edit or Terminate benefit information below or call a Medical Benefit Representative at (603) 410-3675 for assistance

SSN: [REDACTED]

Name: [REDACTED] DOB: [REDACTED] Gender: Male

Medicare#: [REDACTED] Part A Eligible Date: 03/01/2015 Part B Eligible Date: 01/01/2016

Update Medicare Information

Dependents

	Name	SSN	DOB	Relationship	Medicare	Effective Date	
Edit	[REDACTED]	[REDACTED]	[REDACTED]	Wife	N	02/01/2016	Terminate

Add Dependent

2. You will be brought to this screen. Fill in the Medicare #, Part A Elig Date, and Part B Elig Date. The Effective Date will stay as is. (This is when the dependent record was created). Then click **Save Dependent Info**.

Dependent Information for [REDACTED]
Edit Dependent Information

Relationship: Husband * Medicare #: [REDACTED]

First: [REDACTED] * Part A Elig Date: 04/01/2017

Last: [REDACTED] * Part B Elig Date: 04/01/2017

SSN: [REDACTED] * Effective Date: 06/01/2015 *

Birth Date: [REDACTED] *

Termination Date: [REDACTED]

Termination Reason: [REDACTED]

Disabled: Full Time Student:

Back to Payee Save Dependent Info

- The command buttons on the screen will change. To upload the Medicare card, click on **Upload Files**. (You can also print the screen for your records.)

Note: The file must be saved as one of the following file types: .BMP, .JPEG, .JPG, .PDF, .PNG, .TIF, .TIFF, or .TXT.

Dependent Information Result for [REDACTED]
A Medical Benefit representative will review the queued changes for approval. Please print screen for your records. Select "Upload Files" to upload the required document(s) supporting this change.

Relationship: Wife * Medicare #: [REDACTED]
First: [REDACTED] * Part A Elig Date: 04/01/2017
Last: [REDACTED] * Part B Elig Date: 04/01/2017
SSN: [REDACTED] * Effective Date: 02/01/2016 *
Birth Date: [REDACTED] * Termination Date: [REDACTED]
Disabled: Termination Reason: [REDACTED]
Full Time Student:

Upload Files... **Print Screen**

- When you click on **Upload Files** you will see a screen that looks like this:

Medicare File Upload
Select the file(s) supporting the desired change (Medicare Card or Letter from Soc Sec). If more than one file is needed, you will be prompted after uploading this file.

Choose File No file chosen
Upload File
Back to Payee

- Click on **Choose File** and select the file saved on your computer. Once you have selected the file, click on **Upload File**.

Note: The file must be saved as one of the following file types: .BMP, .JPEG, .JPG, .PDF, .PNG, .TIF, .TIFF, or .TXT.

- If the file upload was successful, you will see the following screen. This item has now been queued and is awaiting approval from a Medical Benefits representative at NHRS.

File Upload Successful

File [REDACTED].pdf was uploaded and associated to this queued action.
If you need to upload another file to support this change, click on "More Files".
Please print screen for your records. A Medical Benefit representative will review the queued changes and uploaded documents for approval. Return to the Payee Benefit Information screen by selecting Back to Payee.

Back to Payee **More Files...** **Print Screen**

- From this screen, you will have the choice to go **Back to Payee**, upload **More Files** or **Print Screen**.
- When you are done, click on **Back to Payee** to return to the Payee Benefit Information screen.