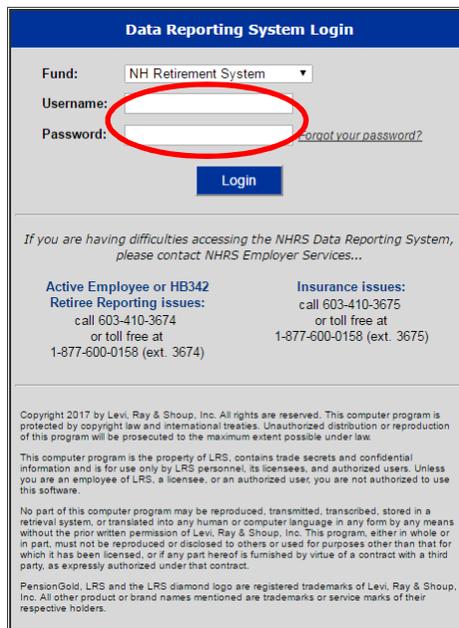
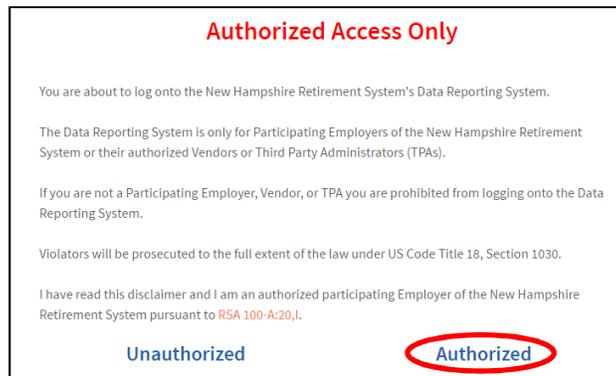
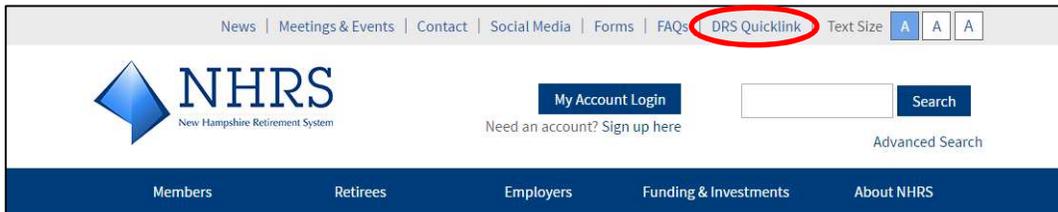


Getting Started

I. Logging into the DRS Insurance Module

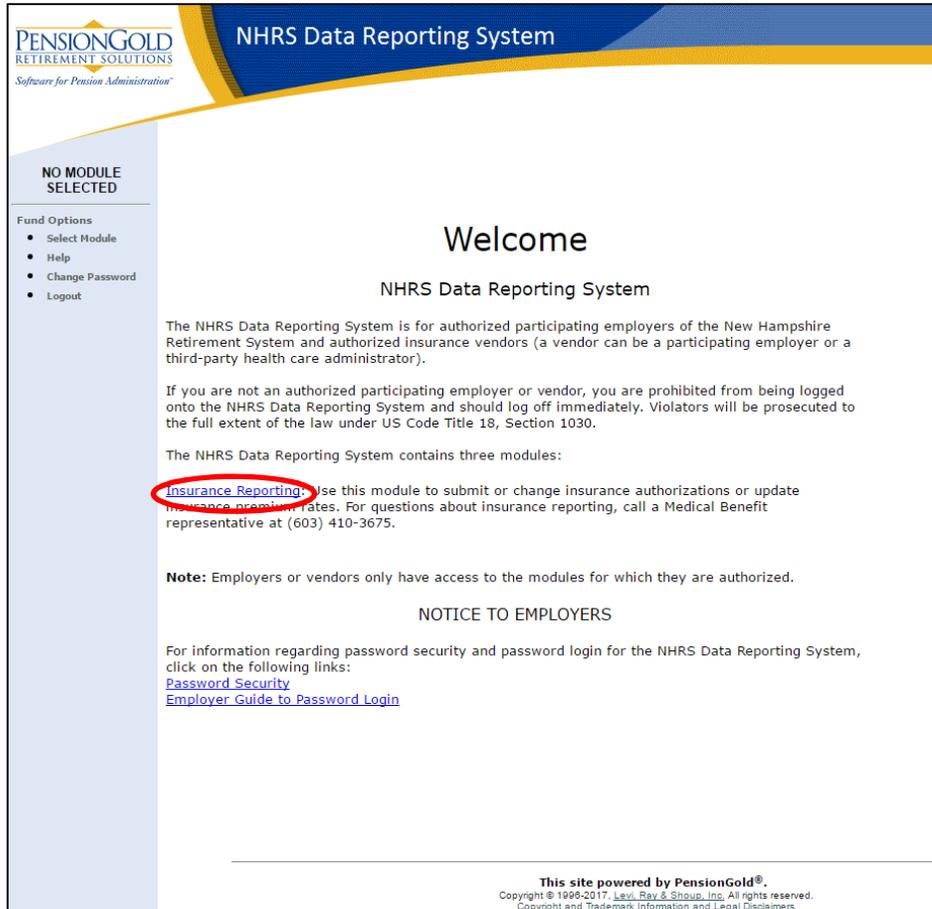
1. To get started, click on the **DRS Quicklink** at the top of the www.nhrs.org homepage.
2. Click on **Authorized** on the Authorized Access Only screen and use your **Username** and **Password** to **Login**.

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.



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 <https://www.nhrs.org/education>

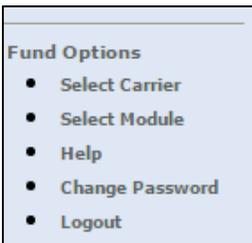


- The **Authorizations** section is where employers and TPAs can add, modify, or terminate coverage at the individual level.



- 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.



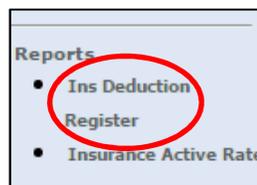
- The **Fund Options** section allows employers and TPAs with multiple carriers to select a specific carrier. All users may also switch to a different DRS module (if authorized), access the help section, change a password, and log out of the DRS.

III. Generating Reports in the DRS Insurance Module

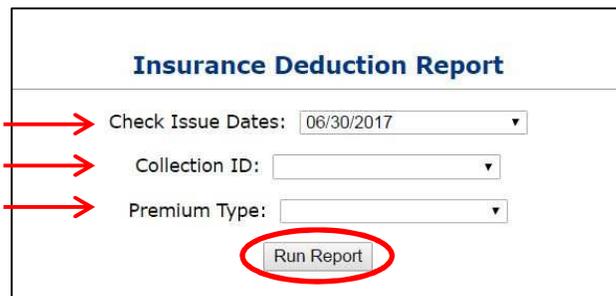
INSURANCE DEDUCTION REGISTER REPORT

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:



Insurance Deduction Report

Check Issue Dates: 06/30/2017

Collection ID:

Premium Type:

Run Report

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, all retirees attached to the selected Collection ID will show. If you do not select a Collection ID, all 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:



Insurance Deduction Register

Report Generated

Download File

7. Click **Download File**. The report will open in a new browser window.

8. Here is an example of an Insurance Deduction Register report:

Payee Name	SSN	Plan	Member Deduction Amount	Employer Amount	NHRS Amount	Total Premium	
		Employee - P. Subdivision	\$55.94	\$0.00	\$375.56	\$431.50	
		Employee - P. Subdivision	\$55.94	\$0.00	\$375.56	\$431.50	
Totals for Carrier By Plan							
		Employee - P. Subdivision	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. Subdivision	2	\$111.88	\$0.00	\$751.12	\$863.00
Insurance Type Totals:			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:

Company Name: [REDACTED]
Carrier Code: 1000340

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	

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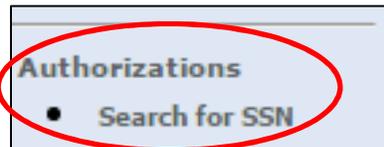
IV. Looking up an Individual Record

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.



2. 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:

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

PENSIONGOLD
RETIREMENT SOLUTIONS
Software for Pension Administration

NHRS Data Reporting System

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]

Dependents

	Name	SSN	DOB	Relationship	Medicare	Effective Date	
Edit	[REDACTED]	[REDACTED]	[REDACTED]	Wife	N	06/04/2008	Terminate

Insurance

	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
Add Ins	Early Retirement	06/01/2008							
			[REDACTED]	Dental	GROUP B - 2 PER	\$ 86.65	N	06/01/2008	Terminate
			[REDACTED]	Health	GROUP AA- 1 PER	\$ 431.50	N	08/01/2015	Terminate
			[REDACTED]	Health	GROUP AA- 1 PER	\$ 431.50	N	08/01/2015	Terminate

4. From this page, you will be able to complete a number of tasks, including:
- 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 Medcomp; adding or removing dependents; etc.
 - Step-by-step instructions for the following processes are available:
 - [Adding Insurance for a Retiree](#)
 - [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. **Two-Person to Two Separate Plans** (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. **Continuance Benefit- Retro Add** (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. **Changing from One Medicare Premium or Group Number to Another** (For TPAs only.)
- xi. **Changing from Medical Subsidy Only to Having Deductions** (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 Medcomp supplemental insurance plan, an upload may not be required but it is always queued for approval by an NHRS Medical Benefits representative.