

Continuance Benefit - Retro Add (Medical Subsidy)

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.

When a member dies and leaves a monthly benefit for the surviving spouse, the insurance deductions do not automatically carry over. Once the Continuance Benefit is set up by NHRS, you will be able to add the insurance deductions to the surviving spouse's new record.

Note: Retroactive application is for NHRS Medical Subsidy purposes ONLY. NHRS cannot retroactively pay payee deductions.

1. Go to the Insurance section on the Payee Benefit Information page. Click **Add Ins.**

Note: For Group II (Police and Fire) surviving spouses, always use Automatic Spouse Continuance as the benefit type, even if there is more than one benefit type.

The screenshot displays the 'Payee Benefit Information' page. On the left is a navigation menu with sections: Rates (Change, Terminate, Reactivate, Add Brand New), Authorizations (Search for SSN, Queued Items, All Queued Items), Reports (Ins Deduction Register, Insurance Active Rate), and Fund Options (Select Carrier, Select Module, Help, Change Password, Logout). The main content area is titled 'Payee Benefit Information' and includes instructions to 'Add, Edit or Terminate benefit information below or call a Medical Benefit Representative at (603) 410-3675 for assistance'. It shows fields for SSN, Name, DOB, Gender (Male), Medicare#, Part A Eligible Date, and Part B Eligible Date, with an 'Update Medicare Information' button. Below this is the 'Dependents' section with a table and an 'Add Dependent' button. The 'Insurance' section contains a table with columns: Benefit Type, Ben Eff Date, Associated To, Ins Type, Cov Code, Mbr Prem, Subsidy Only, and Effective Date. The first row in the Insurance table shows 'Continuance' with a Ben Eff Date of '01/01/2017'. The 'Add Ins' button in the first row of the Insurance table is circled in red.

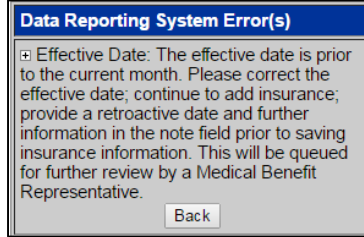
Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date
Continuance	01/01/2017						

2. You will be brought to the **Insurance Information for ...** screen.

a. Specify who the **Insurance Premium** is for.

b. Enter the **Effective Date**.

Note: Always use the current payroll date as the **Effective Date**. If you use the retroactive date to add insurance, you will receive an error message. (See below).



c. Enter the **Insurance Type**.

d. Click **Continue**.

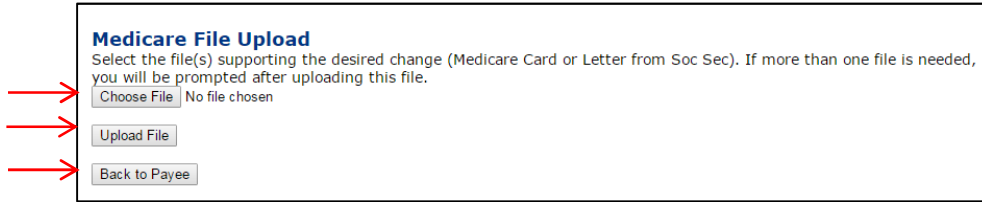
3. Choose the **Coverage Description** from the drop-down list of all coverage types associated with the employer. Click **Continue**.

Note: If you are not sure what to select you can refer back to the Insurance Active Rate report listed in your Reports section. (See, "Getting Started").

4. You will be brought to this screen.
 - a. Enter the **Retro Date**.
Note: Retro Date should be the first of the month that the life event happened in.
 - b. In the **Retro Note** section provide a brief explanation as to why you are requesting retro NHRS subsidy payments.
Note: Once approved by an NHRS Medical Benefits representative, this note will be automatically added to the payee's permanent record.
 - c. Click **Save Insurance Info**.

5. Once the retro date and retro note are saved, the command buttons on the screen will change. You will need to upload a signed *Annuity Deduction Authorization* form, which is required for all new insurance additions. Click **Upload Files**.

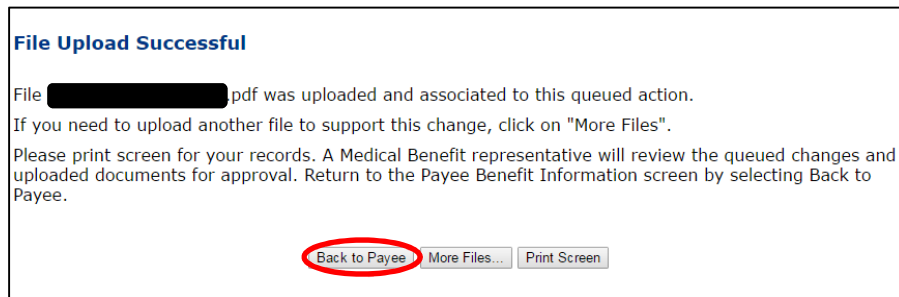
6. When you click on **Upload Files** you will see a screen that looks like this:



7. 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.

- a. 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.



8. Click **Back to Payee** to return to the Payee Benefit Information page.