

Changing from one Medcomp Premium or Group Number to Another (for TPAs)

Note: When only making premium or group number changes, premium type stays the same.

1. Once in a member's record, click **Terminate** for the insurance premium you are making changes to.

Insurance									
	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
Add Ins	Service Retirement	06/01/2011							
			██████████	Health	363041065-2-PER	\$ 1,758.95	N	01/01/2017	Terminate
			██████████	Health	363041059-MEDI	\$ 537.18	N	01/01/2017	Terminate

2. Please note that anytime you **Terminate** a premium you will receive the following message. Click **Yes** to proceed.

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.

Yes No

Note: If you are terminating one premium to replace it with another, you should make both changes at the same time to avoid a potential gap in coverage. (This is particularly important in regard to retirees and beneficiaries receiving the NHRS Medical Subsidy.) If you are not setting up a new premium or there will be a gap in coverage, this message explains the potential impact on the retiree or beneficiary. If you have questions regarding this message, please contact an NHRS Medical Benefits representative at (603) 410-3675.

3. After selecting **Yes**, you will be brought to this screen.
 - a. Enter a **Termination Date**.
Note: Always use the 1st day of the payroll month you are working in. For terminations, the system will automatically adjust it the last day of the previous month. (ex: 04/01/2017 reverts to 03/31/2017).
 - b. Enter the **Termination Reason** from the drop-down menu, in this case we will use **Member Requested Cancellation**.
 - c. Click **Save Insurance Info**.

Insurance Information for [REDACTED]
Update Insurance Termination Information

Insurance Premium For: [REDACTED] Premium Type: Medicomp
 Effective Date: 01/01/2017 Member Premium: 537.18
 Ins Type: Health Insurance Subsidy Only:
 Coverage Code: 363041059- MEDI Termination Date: 04/01/2017
 Description: [REDACTED] Termination Reason: [REDACTED]
 Collection ID: 363041059 Retro Date: Age Ineligible
 Retro Note: Insufficient Funds
 Member Requested Cancellation
 No Longer FT Student
 Unpaid Premiums

Back to Payee Save Insurance Info

4. Click **Back to Payee** to continue with your changes.

Insurance Information Result for [REDACTED]
Insurance information has been successfully updated. No further action required.

Insurance Premium For: [REDACTED] Premium Type: Medicomp
 Effective Date: 01/01/2017 Member Premium: 537.18
 Ins Type: Health Insurance Subsidy Only:
 Coverage Code: 363041059- MEDI Termination Date: 03/31/2017
 Description: [REDACTED] Termination Reason: Member Requested Cancellation
 Collection ID: 363041059 Retro Date:
 Retro Note:

Back to Payee Print Screen

5. Once back on the Payee's Benefit Information screen, click **Add Ins** for the new premium and group number for the person you just terminated.

Insurance									
	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
Add Ins	Service Retirement	06/01/2011							
			[REDACTED]	Health	363041065-2-PER	\$ 1,758.95	N	01/01/2017	Terminate

6. Select the previously terminated person's name from the names listed in the drop-down menu field next to **Insurance Premium For**:
7. Type in the **Effective Date**. The effective date will be the month in which you are working in. For example, if you are keying insurance for April use "04/01/2017."
Note: The "/01/" will automatically prefill; just type in the Month (04) and year (2017).
8. Then select a plan from the **Insurance Type** drop-down menu. In some cases, there may be more than one option (i.e. "health," "dental," "vision," etc.) In this case select health. Click **Continue**.

Note: If you click on **Back to Payee** you will lose what you have done so far.

Insurance Information for [REDACTED]

Insurance Premium For: [REDACTED]

Effective Date: 04/01/2017*

Insurance Type: Health*

Back to Payee Continue

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

Note: To select the correct new premium, start with the description column on the active rate report, which is sorted by name or number of the associated employer, then by Group Number/Coverage Code. If you are unsure of the **Coverage Description** please refer back to the Insurance Active Rate Report listed in the Reports section on the left side of your screen. (See, "Getting Started").

Insurance Information for [REDACTED]

Insurance Premium For: [REDACTED]

Effective Date: 04/01/2017

Insurance Type: Health Insurance

Coverage Description: [REDACTED]

Back to Payee Continue

10. If the information on your results screen is correct, click **Save Insurance Info**.

Note: All Medcomp plans are automatically queued and require approval by an NHRS Medical Benefits representative before you will see results on the Payee's Benefit Information screen.

11. Click **Back to Payee** to return to the Payee's Benefit Information screen.