

# Adding Insurance for a Retiree

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.

1. Search for the retiree by typing in their SSN:

The screenshot shows two parts of the interface. On the left, a box titled 'Authorizations' contains a button labeled 'Search for SSN' which is circled in red. On the right, a larger box titled 'Search For SSN' contains the text 'Enter SSN for the Payee', an 'SSN:' label, an empty input field circled in red, and a 'Search' button.

2. Once the retiree is identified, you will see a screen with the retiree's benefit information. Health insurance is added under the **Insurance** section. Click on **Add Ins.** If there is more than one Benefit Type shown, make sure to choose the retirement benefit (service, deferred vested, early, disability). For a continuance, select continuance.

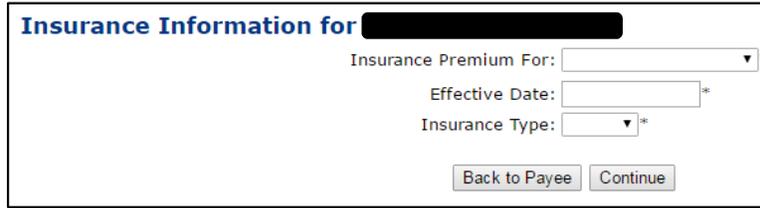
The screenshot displays the 'Payee Benefit Information' page. At the top, it says 'Add, Edit or Terminate benefit information below or call a Medical Benefit Representative at (603) 410-3675 for assistance'. Below this are fields for SSN, Name, DOB, Gender (Male), Medicare#, Part A Eligible Date (04/01/2017), and Part B Eligible Date (04/01/2017). There is an 'Update Medicare Information' button. The 'Dependents' section contains a table with one row for a dependent (Wife) and an 'Add Dependent' button. The 'Insurance' section contains a table with one row for 'Deferred Vested' insurance and an 'Add Ins.' button circled in red.

	Name	SSN	DOB	Relationship	Medicare	Effective Date	
Edit				Wife	N	04/01/2017	Terminate

	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
Add Ins.	Deferred Vested	02/01/2017							

3. When you click on **Add Ins** this screen will appear:



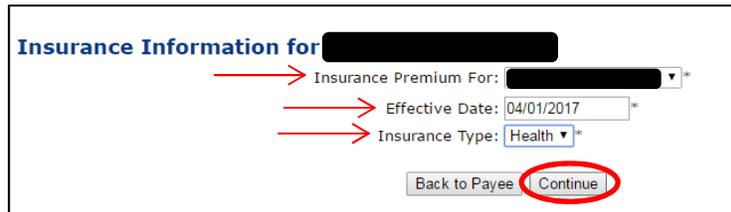
4. Select the retiree’s name from the names listed in the drop-down menu field next to **Insurance Premium For:**

5. 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).

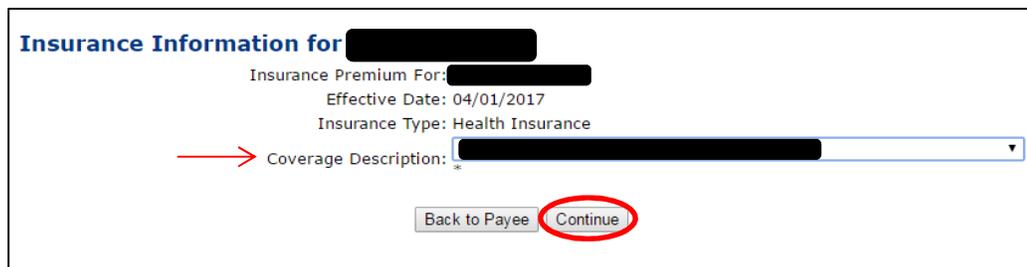
6. Then select a plan from the **Insurance Type** drop-down menu. In some cases, there may be more than one option (i.e. “health,” “dental,” “vision,” etc.) In this case select health. Click **Continue**.

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



7. 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”).



8. After you click **Continue**, the following screen will appear. Review all the information listed on this screen. If everything is correct, click on **Save Insurance Info**. If the information is incorrect, click on Back to Payee and re-enter the correct information

**Insurance Information for [redacted]**  
Add Insurance Information

Insurance Premium For: [redacted]

Effective Date: 04/01/2017  
Ins Type: Health Insurance  
Coverage Code: GROUP C - MEDI  
Description: 1000070 MEDICOMP III W/OUT RX NON-UNION  
Collection ID: 1000070-C

Premium Type: Medicomp  
Member Premium: 231.11  
Subsidy Only:   
Termination Date:   
Termination Reason:   
Retro Date:   
Retro Note:

9. When you click on **Save Insurance Info**, you will have the ability to upload any necessary files. You may also print the screen from your records.

**Insurance 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.

Insurance Premium For: [redacted]

Effective Date: 04/01/2017  
Ins Type: Health Insurance  
Coverage Code: GROUP C - MEDI  
Description: 1000070 MEDICOMP III W/OUT RX NON-UNION  
Collection ID: 1000070-C

Premium Type: Medicomp  
Member Premium: 231.11  
Subsidy Only:   
Termination Date:   
Termination Reason:   
Retro Date:   
Retro Note:

**Note:** For a first time set-up, or to reinstate insurance, you will need to click on **Upload Files** and upload a copy of the *NHRS Annuity Deduction Authorization Form* (See: <https://www.nhrs.org/employers/forms>)

10. When you click on **Upload Files** you will see the following screen. Click **Choose File** and find the appropriate file on your computer.

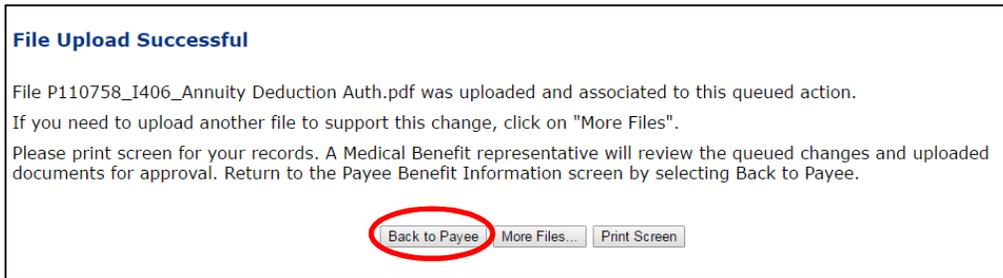
**Note:** The file must be saved as one of the following file types: .BMP, .JPEG, .JPG, .PDF, .PNG, .TIF, .TIFF, or .TXT:

**Insurance File Upload**  
Select the file(s) supporting the desired change (Authorization Form). If more than one file is needed, you will be prompted after uploading this file.

No file chosen

11. Once you have selected the file, click on **Upload File**. If the file upload was successful, you will see this screen:

**Note:** This file upload will be reviewed by a Medical Benefits representative at NHRS. (Any time you add a Medcomp/supplemental insurance it will queue).



12. If you are finished uploading files, click **Back to Payee**.

## ADDITIONAL INFORMATION

If you need to add dental or vision coverage, you will follow the same steps as above. If the NHRS *Annuity Deduction Authorization Form* uploaded for health insurance also contains dental/vision coverage information, you may re-upload that same form when prompted.

**Note:** Sometimes this may be done through another carrier. If you have multiple accounts with NHRS – for example your dental is a separate account – you can select your additional carrier account under fund options on the left-hand side. If you are not the carrier who administers the additional coverage, this will need to be done by that entity.

NHRS medical subsidy eligibility is determined by NHRS Medical Benefits representatives. If a retiree is eligible for the medical subsidy, NHRS will contact you.