

Change from a 2-Person Plan to 2 Separate Plans

To change a benefit from a two person plan into two separate plans, follow the steps below.

Note: If this change is due to a member or dependent acquiring a Medicare card, work top to bottom and add the Medicare card first.

1. To add Medicare information for a retiree, click **Update Medicare Information**. To update Medicare information for a dependent, click **Edit** next to the dependent's name. See, *Adding a Medicare Card for a Retiree or Dependent* for additional instructions.

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

Update Medicare Information (circled in red)

Dependents

	Name	SSN	DOB	Relationship	Medicare	Effective Date	
Edit (circled in red)	[REDACTED]	[REDACTED]	[REDACTED]	Husband	N	09/01/2009	Terminate

Insurance

	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
Add Ins	Early Retirement	07/01/2009							
			[REDACTED]	Health	363006037-2-PER	\$ 1,257.66	N	11/01/2016	Terminate
Add Ins	Additional Annuity	07/01/2009							

2. Once the Medicare card has been added, click **Terminate** next to the two person insurance premium.

Insurance

	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
Add Ins	Early Retirement	07/01/2009							
			[REDACTED]	Health	363006037-2-PER	\$ 1,257.66	N	11/01/2016	Terminate (circled in red)
Add Ins	Additional Annuity	07/01/2009							

3. a. Use the current, or a future, payroll date for the **Termination Date**.
- b. Because the person in this example is eligible for Medicare, enter a **Termination Reason** of “Age Ineligible.”
- c. Click **Save Insurance Info** and then **Back to Payee**.

Note: If the spouse is eligible for the Medical Subsidy, you will encounter an additional screen. If you are terminating one premium to replace it with another, you must make both changes at the same time. If there is a gap in coverage, the member will no longer be eligible to receive the NHRS Medical Subsidy. See, *Terminating Insurance* for more information.

4. Click **Add Ins** and follow the prompts. Change the retiree coverage first.

Note: If there is more than one Benefit Type listed, always use the retirement benefit when adding new insurance premiums. If you are unsure of which benefit to use, call a Medical Benefits representative at 603-410-3675.

Insurance									
	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
Add Ins	Early Retirement	07/01/2009							
Add Ins	Additional Annuity	07/01/2009							

5. a. From the Insurance Premium For field, choose the retiree’s name from the drop-down menu.
- b. Type in the **Effective Date** (always the first of a month).
- c. For the **Insurance Type** field, choose “Health” from the drop-down menu.
- d. Click **Continue**.

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

Note: If you are unsure of the **Coverage Description** please refer back to your Insurance Active Rate Report listed in the Reports section on the left side of your screen.

Insurance Information for [REDACTED]

Insurance Premium For: [REDACTED]
 Effective Date: 04/01/2017
 Insurance Type: Health Insurance

Coverage Description: [REDACTED] ▼

7. After you click **Continue**, the screen will refresh to show the information you entered. If all the information on the results screen is correct, click **Save Insurance Info**. If the change you made was for Medicomp, it will be queued for review by an NHRS Medical Benefits representative. Click **Back to Payee** to continue with the insurance premium change for the dependent.
8. Once you have completed the process for the dependent and all items have been approved from the queue, you will see the new coverage information on the Payee's Benefit Information screen.

SSN: [REDACTED]

Name: [REDACTED] **DOB:** [REDACTED] **Gender:** Female

Medicare#: **Part A Eligible Date:** **Part B Eligible Date:**

Dependents

	Name	SSN	DOB	Relationship	Medicare	Effective Date	
<input type="button" value="Edit"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Y	09/01/2009	<input type="button" value="Terminate"/>

Insurance

	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
<input type="button" value="Add Ins"/>	Early Retirement	07/01/2009							
			[REDACTED]	Health	363006037-1-PER	\$ 628.83	N	04/01/2017	<input type="button" value="Delete"/>
			[REDACTED]	Health	363006038-MEDI	\$ 522.32	N	04/01/2017	<input type="button" value="Delete"/>
<input type="button" value="Add Ins"/>	Additional Annuity	07/01/2009							