

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.

180

Rates

- Change
- Terminate
- Reactivate
- Add Brand New

Authorizations

- Search for SSN
- Queued Items
- All Queued Items

Reports

- Ins Deduction Register
- Insurance Active Rate

Fund Options

- Select Carrier
- Select Module
- Help
- Change Password
- Logout

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

Dependents

| | Name | SSN | DOB | Relationship | Medicare | Effective Date | |
|-------------------------------------|------------|------------|------------|--------------|----------|----------------|--|
| <input type="button" value="Edit"/> | [REDACTED] | [REDACTED] | [REDACTED] | Husband | N | 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 | 363006037-2-PER | \$ 1,257.66 | N | 11/01/2016 | <input type="button" value="Terminate"/> |
| <input type="button" value="Add Ins"/> | Additional Annuity | 07/01/2009 | | | | | | | |

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

| | 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 | 363006037-2-PER | \$ 1,257.66 | N | 11/01/2016 | <input type="button" value="Terminate"/> |
| <input type="button" value="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.

| | 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 | | | | | | | |