

# Terminating Insurance for a Retiree or Dependent

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.

For terminating a dependent's insurance due to death or divorce of a spouse, see "Death or Divorce of Spouse."

1. To terminate a retiree or dependent's insurance, go to the Insurance section on the Payee Benefit Information page.
2. Click **Terminate** on the appropriate retiree or dependent's coverage. In this example, we are terminating the retiree's health insurance.

Insurance									
	Benefit Type	Ben Eff Date	Associated To	Ins Type	Cov Code	Mbr Prem	Subsidy Only	Effective Date	
<a href="#">Add Ins</a>	Early Retirement	07/01/2009							
			██████████	Dental	GROUP B - 2 PER	\$ 86.65	N	07/01/2009	<a href="#">Terminate</a>
			██████████	Health	GROUP I - 1 PER	\$ 863.00	Y	06/01/2016	<a href="#">Terminate</a>
			██████████	Health	GROUP I - 1 PER	\$ 863.00	Y	06/01/2016	<a href="#">Terminate</a>

3. 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.

**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.

4. 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**.
  - d. Click **Back to Payee** to return to the Payee Benefit Information page.

**Insurance Information for [redacted]**  
Update Insurance Termination Information

Insurance Premium For: [redacted] Premium Type: 1 Person  
Effective Date: 06/01/2016 Member Premium: 863.00  
Ins Type: Health Insurance Subsidy Only:   
Coverage Code: GROUP I - 1 PER Termination Date: 04/01/2017  
Description: 1000340 GREEN 100% Termination Reason: Member Requested Cancellation  
Collection ID: 1000340-I Retro Date:   
Retro Note:

Back to Payee Save Insurance Info