# Updating Insurance Rates through the DRS Insurance Module

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Getting Started

I. Logging into the DRS Insurance Module

1. To get started, click on the **DRS Quicklink** at the top of the www.nhrs.org homepage.
2. Click on **Authorized** on the Authorized Access Only screen and use your **Username** and **Password** to **Login**.

    Note: If you do not have a username and password, or do not have access to the Insurance Module, please call NHRS at (603) 410-3508.

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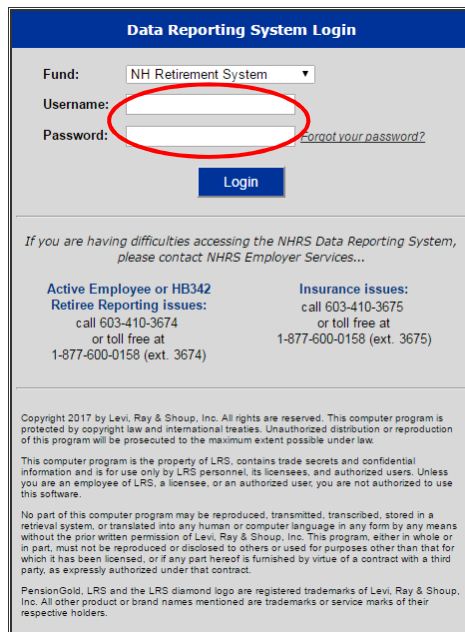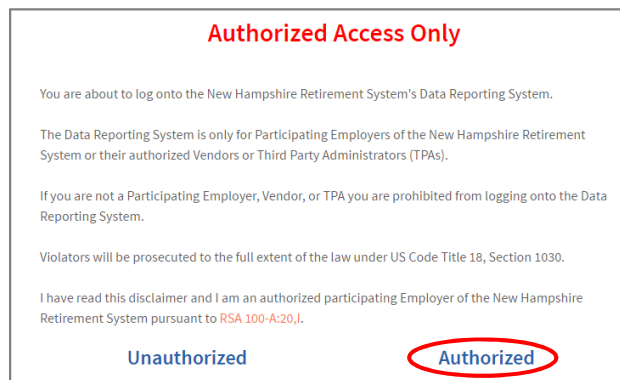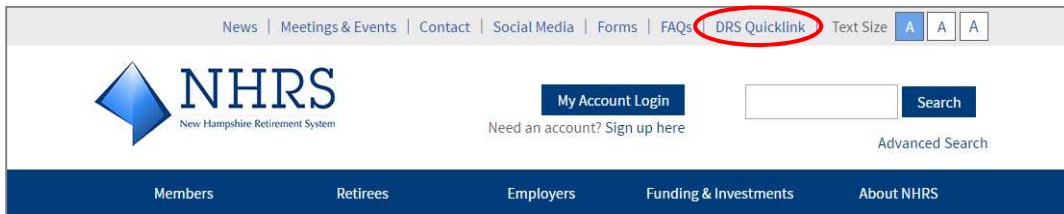
3. Click on the **Insurance Reporting** link.
   Note: Some users may see additional options on this screen. Employers will only see modules they have access to.
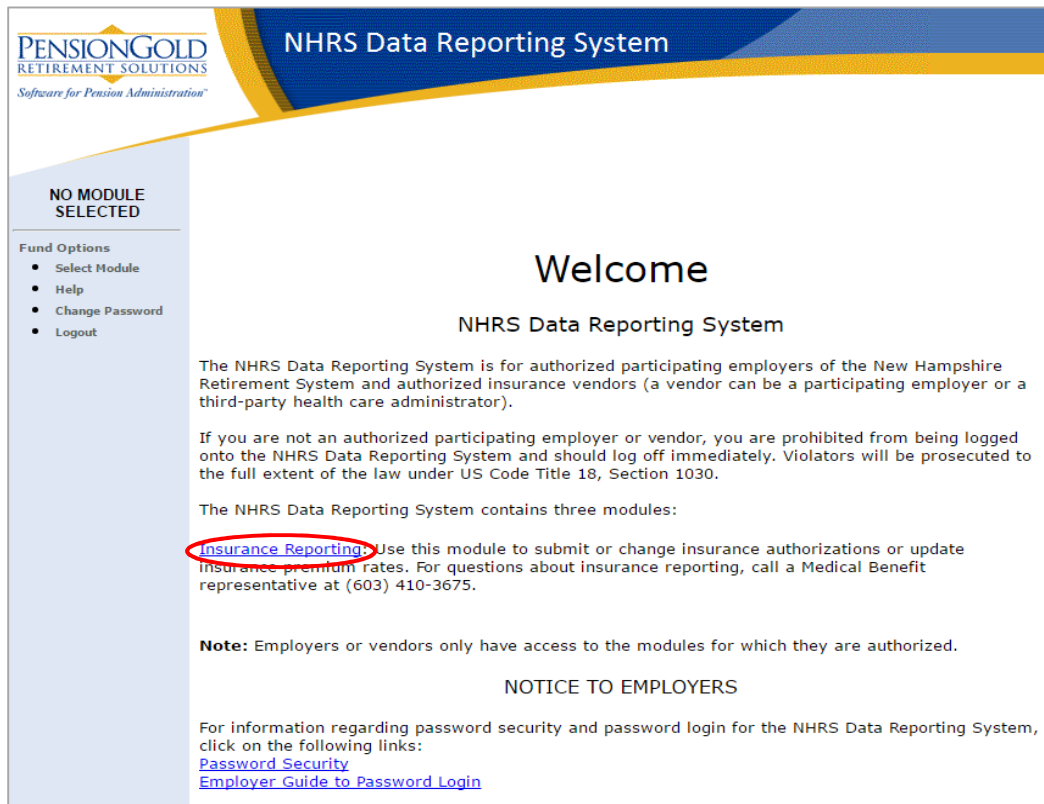

4. Employers and third-party administrators (TPAs) with more than one carrier will see the following screen. To select the appropriate carrier, click **Select Carrier**.
   **Note**: In this module, "Carrier" refers to the name of the employer.
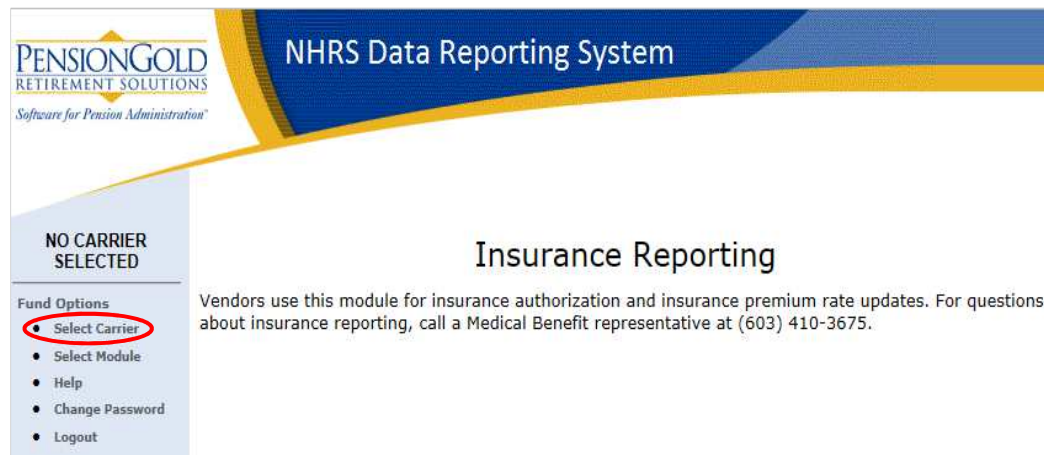
5. Under Carrier Selection, you will only see carriers that you have access to. Choose the carrier you want to work with and press **Select**.
Note: If you only have one carrier, the system will default to that carrier.
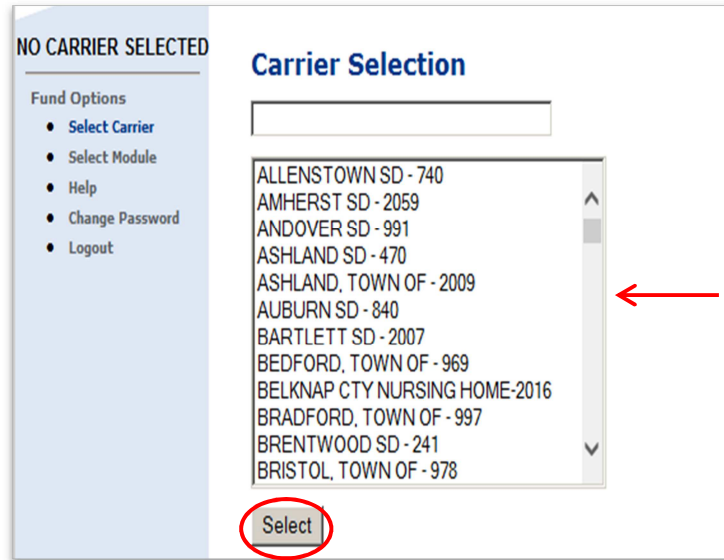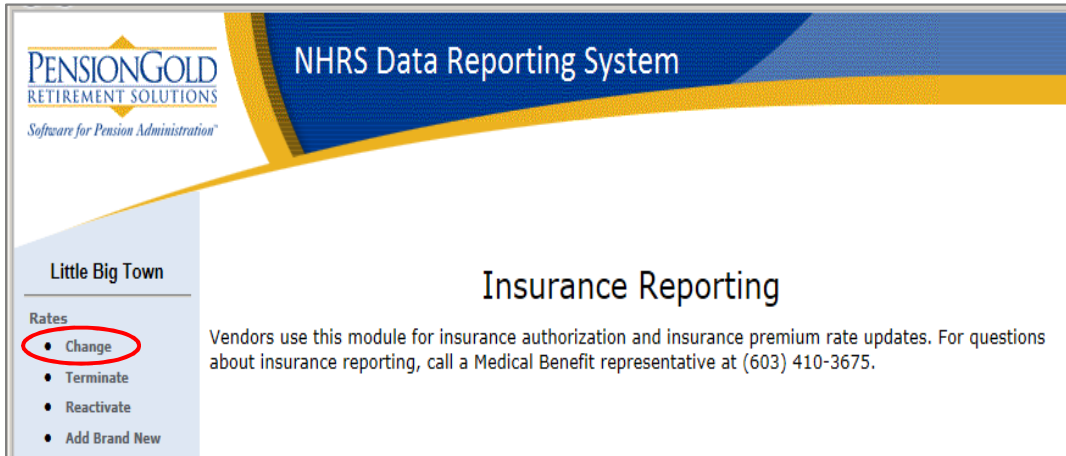

6. Once you select the appropriate carrier, you can now change, terminate, reactivate, and create new insurance rates.
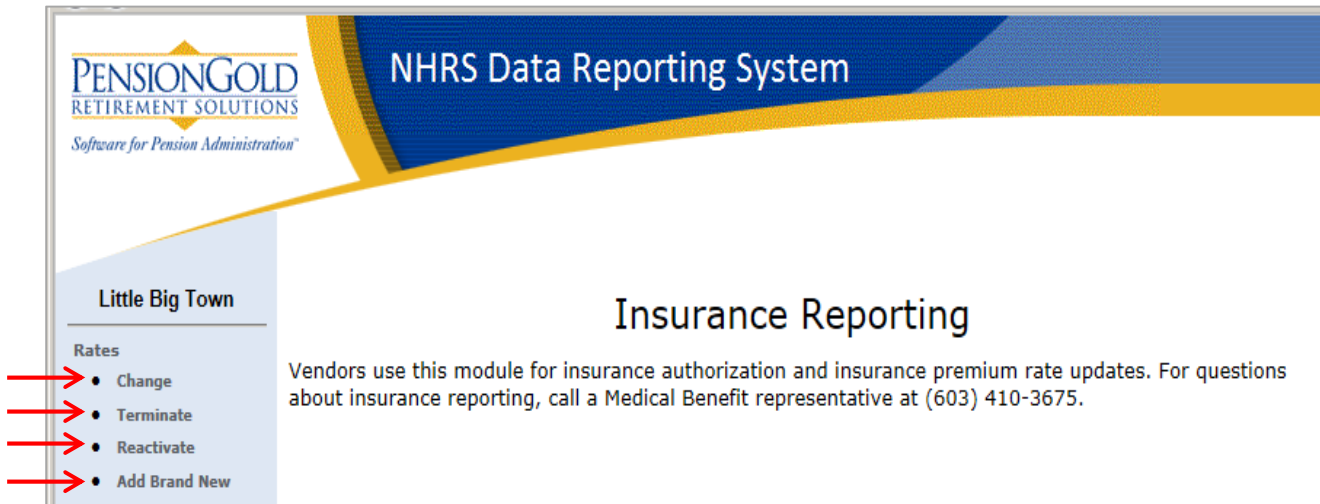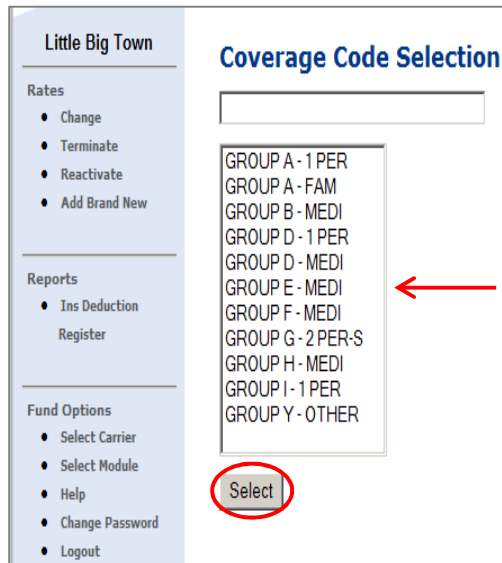
Changing an Existing Rate

1. To change an existing rate, select **Change** under the Rates section.
   Note: Only active coverage codes for this carrier will appear.

2. Click on the rate you wish to change, then click **Select**.
   Note: If there is only one active coverage code, the system will default to that code.

3. Enter the new rate under **New Rate** and the date on which the rate change comes into effect under **Effective Date**. Click **Save**.
   Note: The Coverage Code, Collection ID, Premium Type, and Current Rate are prefilled with the information we have in our system.

4. The following error message will appear if the Effective Date entered is a prior month or a date in the current month after the deadline to change rates has passed. Please either correct the date or call a Medical Benefits representative at (603) 410-3675.
   Note: The current deadline for changing rates is the first of the month.

5. If you do not receive the error message, or it has been corrected, you will see a summary confirmation page. Verify that the information you entered is correct. You may print the screen for your records.
   Note: If the information is incorrect, please call a Medical Benefits representative to assist.


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Terminating an Existing Rate

When terminating a rate, you are automatically terminating the coverage of any retirees who are still tied to that rate.

Before terminating a rate, it is recommended that you go to the Reports section and select the **Insurance Deduction Register** for the rate you are terminating. This report will tell you who is currently tied to that rate and, therefore, who will need to be put on a new plan once the rate is terminated. For instructions on how to run an Insurance Deduction Register, see page 3.

1. Select **Terminate** under Rates.
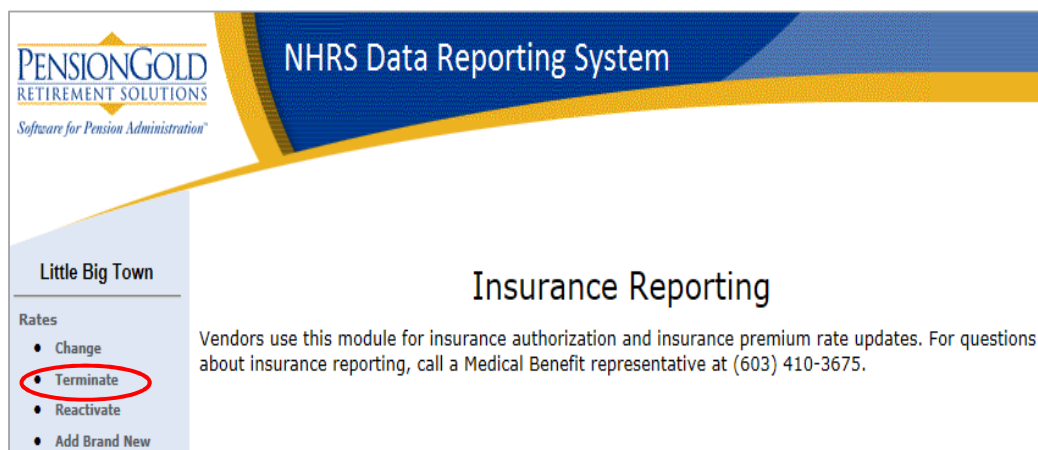
2. Only active coverage codes will appear. Choose the coverage code you want to terminate, then press **Select**.
    Note: If there is only one coverage code in use, the system will default to it.
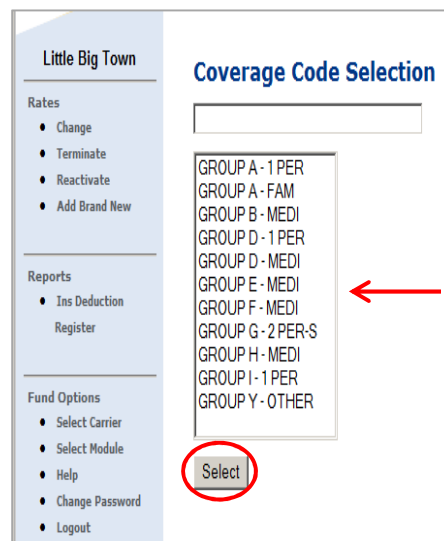
3. Enter the date the termination comes into effect under **Termination Date**. Click **Save**.
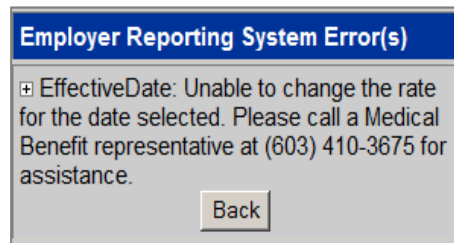**Note**: The termination date will always default to the first of the month.

4. The following error message will appear if the Effective Date entered is a prior month or a date in the current month after the deadline for terminating rates has passed. Please either correct the date or call a Medical Benefits representative at (603) 410-3675.
Note: The current deadline for terminating rates is the first of the month.

5. If you do not receive the error message, or it has been corrected, you will see a summary confirmation page. Verify that the information you entered is correct. You may print the screen for your records.
Note: If the information is incorrect, please call a Medical Benefits representative at (603) 410-3675.

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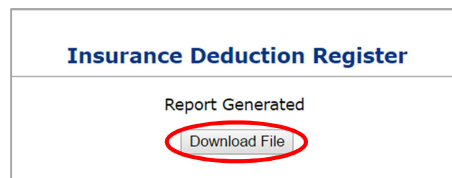**GENERATING AN INSURANCE DEDUCTION REGISTER REPORT**

1. Click on **Ins Deduction Register** under Reports.

2. Use the **Check Issue Dates** field to choose which month you wish to run a report for.
3. You can refine the report by choosing a specific **Collection ID**, then **Premium Type**.
    a. If you do not select a Premium Type, <u>all</u> retirees attached to the selected Collection ID will show. If you do not select a Collection ID, <u>all</u> retirees in the selected Check Issue Dates will show.
4. Click **Run Report**.

5. Click **Download File**.

6. The report will open in a new browser window.

Reactivating a Terminated Rate
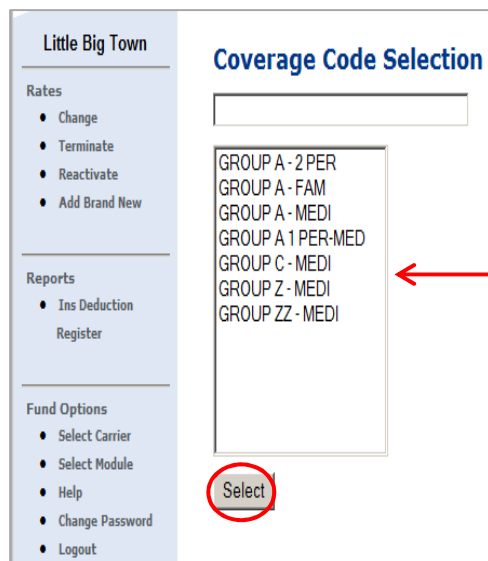
1. Click **Reactivate** under Rates.

   Note: Only terminated coverage codes will appear.
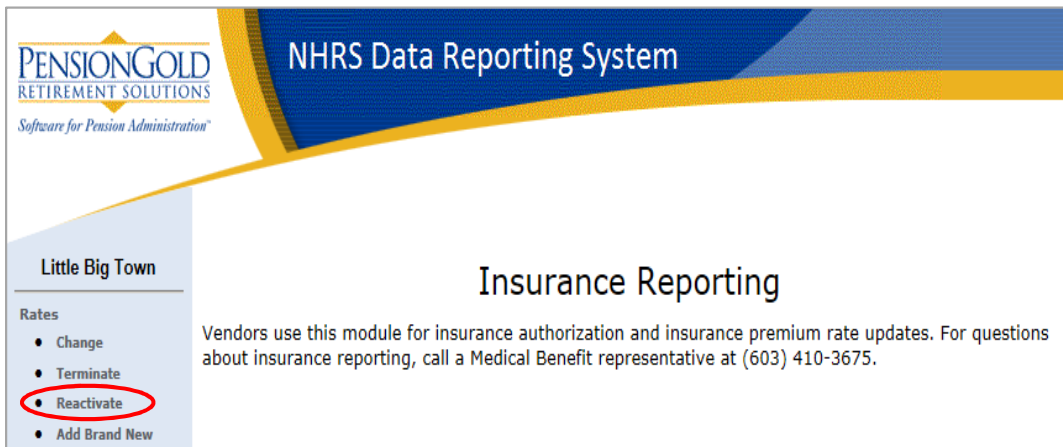
2. Choose the coverage code you want to reactivate and press **Select**.

3. Enter the rate under **New Rate** and the date on which the rate change comes into effect under **Effective Date**. Click **Save**.
   Note: The Coverage Code, Collection ID, Premium Type, and Current Rate are prefilled with the information already existing in the NHRS computer system.
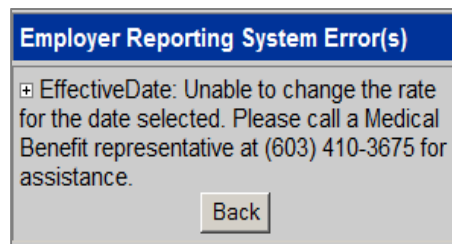

4. The following error message will appear if the Effective Date entered is a prior month or a date in the current month after the deadline for reactivating a rate has passed. Please either correct the date or call a Medical Benefits representative at (603) 410-3675.
   Note: The current deadline for reactivating rates is the first of the month.

5. If you do not receive the error message, or it has been corrected, you will see a summary confirmation page. Verify that the information you entered is correct. You may print the screen for your records.
   Note: If the information is incorrect, please call a Medical Benefits representative to assist.

Adding a Brand New Rate

1. Click **Add Brand New** under Rates.

2. Enter the Coverage Code, Collection ID, Coverage Description, Insurance Type, Premium Type, New Rate, and Effective Date.


3. Click **Save**.

4. The following error message will appear if you enter a prior month or if you enter a date in the current month but the deadline for adding a new rate has already passed. Please either correct the date or call a Medical Benefits representative at (603) 410-3675. **Note**: The current deadline for adding brand new rates is the first of the month.
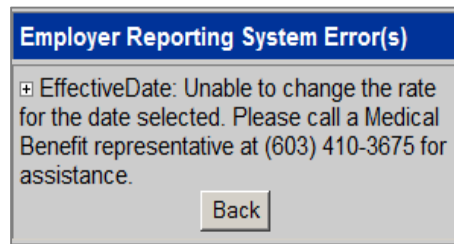
5. If you do not receive the error message, or it has been corrected, you will see a summary screen. Please review this screen carefully to ensure there are no errors.
   a. In the image below, the user received an error message for entering an already existing rate. For this example, you must return to the previous screen and check to see if any information was entered incorrectly. If the information was correct, you must go back and change this already existing rate. To do so, click on **Change** under the Rates section.
      i. For instructions on how to change an already existing rate, see "Changing an Existing Rate."
   b. If you receive this error message and are unsure why, or how to proceed, contact a Medical Benefits representative at (603) 410-3675.

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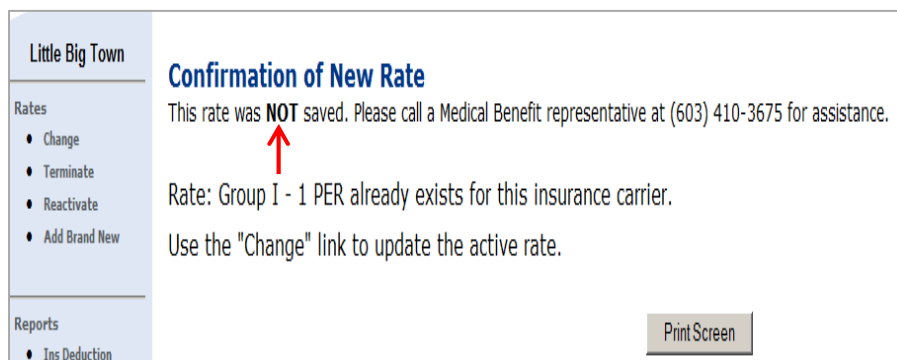
6. If you do not receive an error message, you will see this summary confirmation screen. Verify that the information is correct. If it is, you may print the screen for your records. If it is not, please call an NHRS Medical Benefits representative at (603) 410-3675.

Little Big Town

Rates
* Change
* Terminate
* Reactivate
* Add Brand New

Reports
* Ins Deduction Register

Fund Options
* Select Carrier
* Select Module

Confirmation of New Rate

This new rate will remain in effect until changed. If this is not the intended result please call a Medical Benefit representative at (603) 410-3675 for assistance.

Rate: Group 1 - 1 PER 10012471-I 1 person. The rate was created as follows:

Insurance Type: Health Insurance

Premium Type: 1 Person

New Rate: $ 742.28

Effective Date: 12/01/2015

Print Screen