



# New Hampshire Retirement System

## DRS Insurance Reporting Instructions

# Overview of Program



- **Overview of new DRS**
- **Insurance Summary Screen**
- **General instructions**
  - **Coverages**
  - **Replacement Coverage**
  - **Add or Edit Coverage**
  - **Search by SSN**
  - **Adding a New Insurance Deduction**
- **Reports**
- **Terminating a Dependent**
- **Medicare**
- **Setting up your account**
- **Resources for vendors and employers**

# **Data Reporting System (DRS)**



- **Why is the DRS changing?**
  - **NHRS is upgrading its pension administration database, known as PensionGold (PG)**
  - **The employer Data Reporting System (DRS) is a component of PG**
  - **The current version of the DRS (V2) has been in operation since the early 2000s, which is a long time to use a piece of software**
  - **It simply was time to upgrade to a more modern version of the Pension Gold software (V3)**

# **Data Reporting System (DRS)**



- **PG Upgrade: January 2019-December 2023**
  - Development, programming and extensive internal testing of all components of the new system
- **Insurance Training: Summer/Fall 2023**
- **Go-live with new system: December 1, 2023**
  - Current version (V2) taken offline
  - New version (V3) becomes the system of record

# **Data Reporting System (DRS)**



- **Retiree insurance management in PGv3 is more intuitive and gives carriers and employers more control**
- **Key changes to insurance reporting**
  - **Ability to report retiree and dependent deaths easily through DRS**
  - **Ability to add/update/terminate coverages with more intuitive screens**
  - **Ability to see what pending items may require more information or documentation in a DRS queue rather than through separate emails**
  - **Ability to see the current payment information in real time**



- **Existing users will receive an email from NHRS with a link to set up an account in the new system**
- **New authorized users must submit a DRS access request form**

# Insurance Reporting Terms



- **PGv3**
- **DRS**
- **Coverages**
- **Insurance Summary**
- **Authorizations (carrier home screen)**
- **Carrier Account**
- **Carrier Communications**
- **Associations**
- **Replacement Coverage/Collection ID**
- **Associated Payees**
- **Rate History**
- **Pending Approval**
- **Report Coverage Wizard**
- **Authorizations; Authorization Review Process**
- **Insurance Deadline Date**
- **Insurance Reporting Schedule**
- **Insurance Reporting Overrides**
- **Insurance Authorizations**
- **Authorization Configuration**
- **Authorization Process**

# Data Reporting System (DRS)

- **DRS is the online portal third-party administrators (TPAs) and employers use to send required information to NHRS**



**NHRS**  
Data Reporting System

 **NHRS**  
New Hampshire Retirement System

Username

Password

[Forgot Username](#) | [Forgot Password](#) | [Contact Us](#)



# Insurance Summary Screen

- Initial screen displayed upon entry to DRS
- Information on screen is for the insurance carrier
- This screen is comprised of Authorizations, Carrier Account, Carrier Communications, and Associations sections

The screenshot displays the Insurance Summary screen with a sidebar on the left and a main content area. The sidebar contains links for Carrier Account, Insurance Reporting, Reports, Contact Us, and Help. The main content area is divided into four sections, each highlighted with a red box:

- Authorizations:** A card titled "Report Coverage" with a green plus icon.
- Carrier Account (4/30/2022):** A table showing financial data for the carrier account.
- Carrier Communications:** A table with columns "Name" and "Distributed", showing "No new notifications".
- Associations:** A table with columns "Name", "Status", "Type", "Address", and "Phone", showing a list of associations.

**Carrier Account (4/30/2022)**

\$1,546,490.11 <i>Benefit Payroll Medical Subsidy</i>	\$442,294.38 <i>Benefit Payroll Insurance Deductions</i>
\$26,101.55 <i>Adjusted Medical Subsidy</i>	\$15,648.22 <i>Adjusted Insurance Deductions</i>
\$1,572,591.66 <i>Medical Subsidy</i>	\$457,952.90 <i>Insurance Deductions</i>

**Carrier Communications**

Name	Distributed
No new notifications	

**Associations**

Name	Status	Type	Address	Phone

ASP Trace | Page Messages | Validate XSLT

Disclaimers | Attributions | Privacy

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# Insurance Reporting System (DRS)



## Carrier Account

Summary

Coverages

Payments

Search By SSN

**Carrier Account:**  
Change, terminate, reactivate, or add new premium rates for each coverage type offered

## Insurance Reporting

Report Coverage

Queued Items

Schedules

**Insurance Reporting:**  
Add, modify, or terminate coverage at the individual level

## Reports

Contact Us

Help

## Reports


Run a Benefit Payroll  
Insurance Deduction  
Register or  
Insurance Active  
Rate report

**Contact Us & Help**

# Summary Screen – Carrier Communications Screen

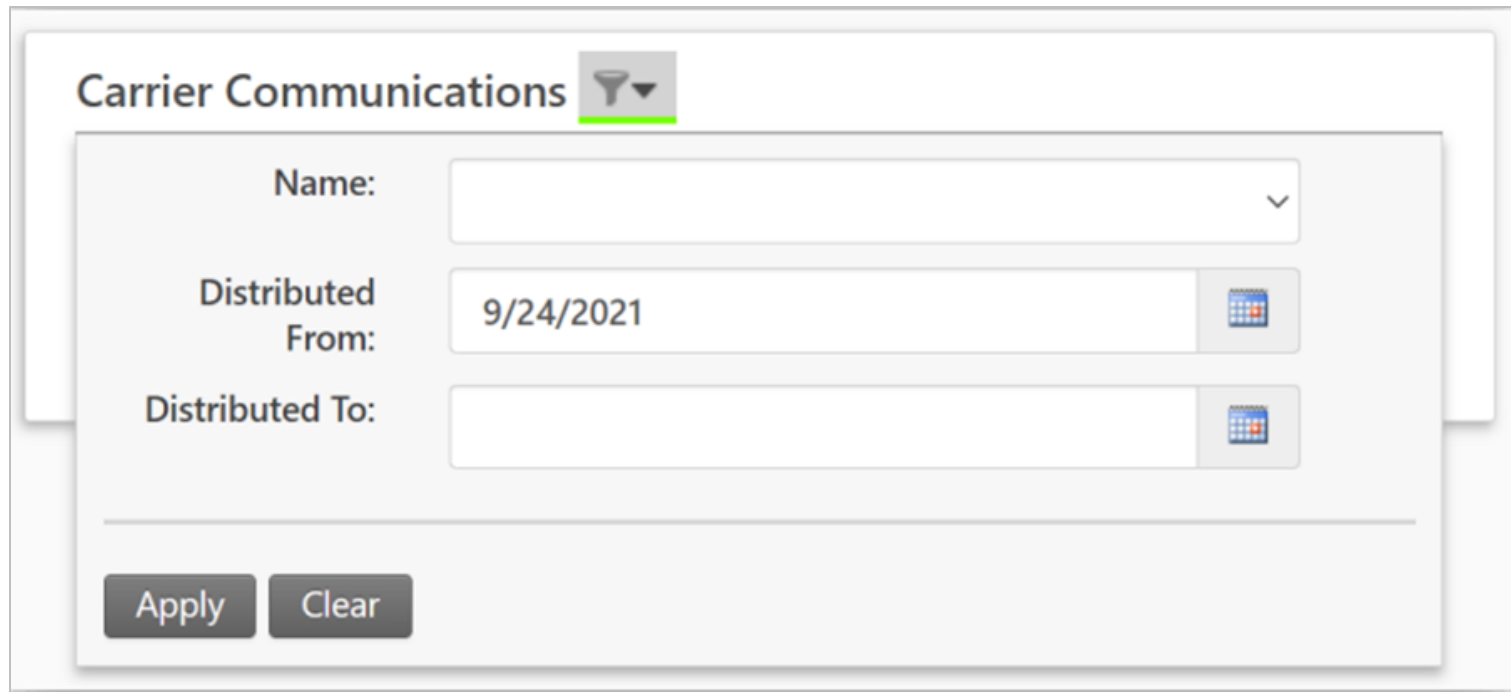


- **Carrier Communications are generated from NHRS staff reviewing and working authorization requests from the insurance carrier**
- **These notifications are carrier-specific, not user-specific**
- **Defaults to show Carrier Communications distributed in the last 30 days**
- **Select ‘View’ next to the communication to download/open a PDF stating what the issue is**


Carrier Communications 		
	<u>Name</u>	<u>Distributed</u>
<a href="#">View</a>	More Information Required for Authorization.	10/23/2021 8:55:33 AM
<a href="#">View</a>	An Authorization Has Been Denied.	10/12/2021 10:25:47 AM

# Summary Screen – Carrier Communications Screen


- **Select the filter icon next to the section header to filter by Name and Distributed dates**




The image shows a software interface for filtering carrier communications. At the top, the text "Carrier Communications" is followed by a filter icon (a funnel with a downward arrow) which has a green underline. Below this is a modal dialog box with three input fields: "Name:" with a dropdown menu, "Distributed From:" with a date field containing "9/24/2021" and a calendar icon, and "Distributed To:" with an empty date field and a calendar icon. At the bottom of the dialog are two buttons: "Apply" and "Clear".

Carrier Communications 

Name:

Distributed From:  

Distributed To:  

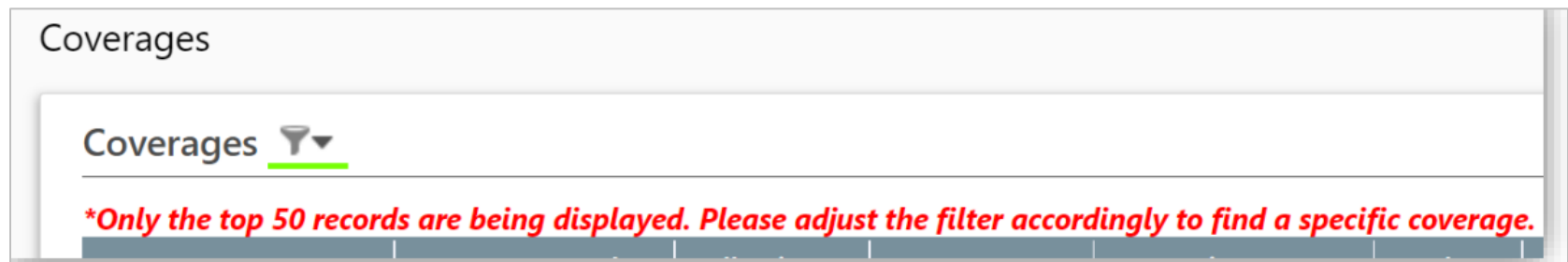
- The “Coverages” screen lists the coverages of the selected insurance carrier
- The coverages shown are filtered by default to show coverages active as of the current date

## Coverages

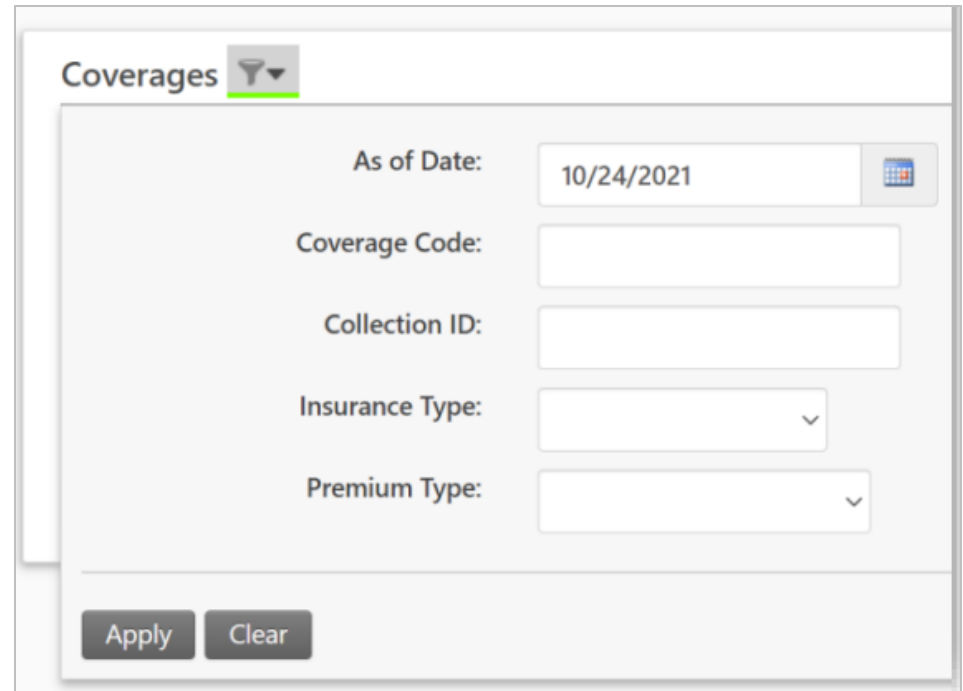
	Coverage Code	Collection ID	Insurance Type	Premium Type	Total Cost Amount	Subsidy Amount	Effective Date	Termination Date
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Terminate</a>	GROUP A - 1 PER	1532004-A	Health	1 Person	\$1,012.91	\$1,012.91	1/1/2021	
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Terminate</a>	GROUP A - 2 PER	1532004-A	Health	2 Person	\$2,025.84	\$2,025.84	1/1/2021	
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Terminate</a>	GROUP A - FAM	1532004-A	Health	Family	\$2,741.34	\$2,025.84	1/1/2021	
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Terminate</a>	GROUP A - MEDI	1532004-A	Health	Medicomp	\$226.07	\$226.07	1/1/2021	
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Terminate</a>	GROUP A - MEDI-M	1532004-A	Health	Married - Medicomp	\$226.07	\$226.07	1/1/2021	

Add

- For larger carriers, only the top 50 coverages are displayed
- A message is displayed to indicate that filtering will be required to find a specific coverage



- Shows all active coverages sorted by ascending Coverage Code
- The filter icon can be selected to filter the coverages by:
  - Collection ID
  - Insurance Type
  - Premium Type



The screenshot shows a web interface titled "Coverages" with a filter icon (a funnel with a downward arrow) next to the title. Below the title, there are five filter fields:

- As of Date:** A text input field containing "10/24/2021" and a calendar icon to its right.
- Coverage Code:** A text input field.
- Collection ID:** A text input field.
- Insurance Type:** A dropdown menu with a downward arrow.
- Premium Type:** A dropdown menu with a downward arrow.

At the bottom of the filter section, there are two buttons: "Apply" and "Clear".

- When the “Add” or “Edit” links are selected, the “Coverage Details” (also known as rate changes/adds) screen is displayed
- “Terminate” is available for all coverages without Termination Dates
- Once the Terminate link is clicked the Coverage Details are displayed with all fields disabled except for Termination Date and Termination Reason, both of which are required
- Termination Date is defaulted to the last day of the current month

Coverage Details

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Coverage

Coverage Code:	GROUP A - 1 PER
Collection ID:	1532004-A
Coverage Description:	1532004 STATE OF NH - HEALTH
Insurance Type:	Health
Premium Type:	1 Person
Total Cost:	1012.91
Subsidy Amount:	1012.91
Effective Date:	7/1/2021
Termination Date:	<input type="text"/>
Termination Reason:	<input type="text"/>



# Replacement Coverage

- “Replacement Coverage IDs” can be selected by typing the beginning characters of the Replacement Collection ID
- Any number of payees can be selected but are not required

### Replacement Coverage

Replacement Collection ID:

Replacement Coverage:

Associated Payees

	Payee Name	SSN
<input type="checkbox"/>	DOE, JOHN	***-**-5859
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Total 2 Pages 1 2 >

Update

Cancel

# Replacement Coverage



- **When finished, the following validations are performed:**
  - **An error is displayed if neither Termination Date nor Termination Reason are provided**
  - **An error is displayed if the Termination is not the last day of a month**
  - **An error is displayed if the Termination date is in a prior month**
  - **An error is displayed if a Collection ID is selected without a Coverage**
  - **If no Replacement Collection ID and Coverage are selected, a warning is displayed to notify the user that the coverage is terminated for all Associated Payees**
  - **An error displays if a Replacement Collection ID or Coverage is selected but no Associated Payees are selected**

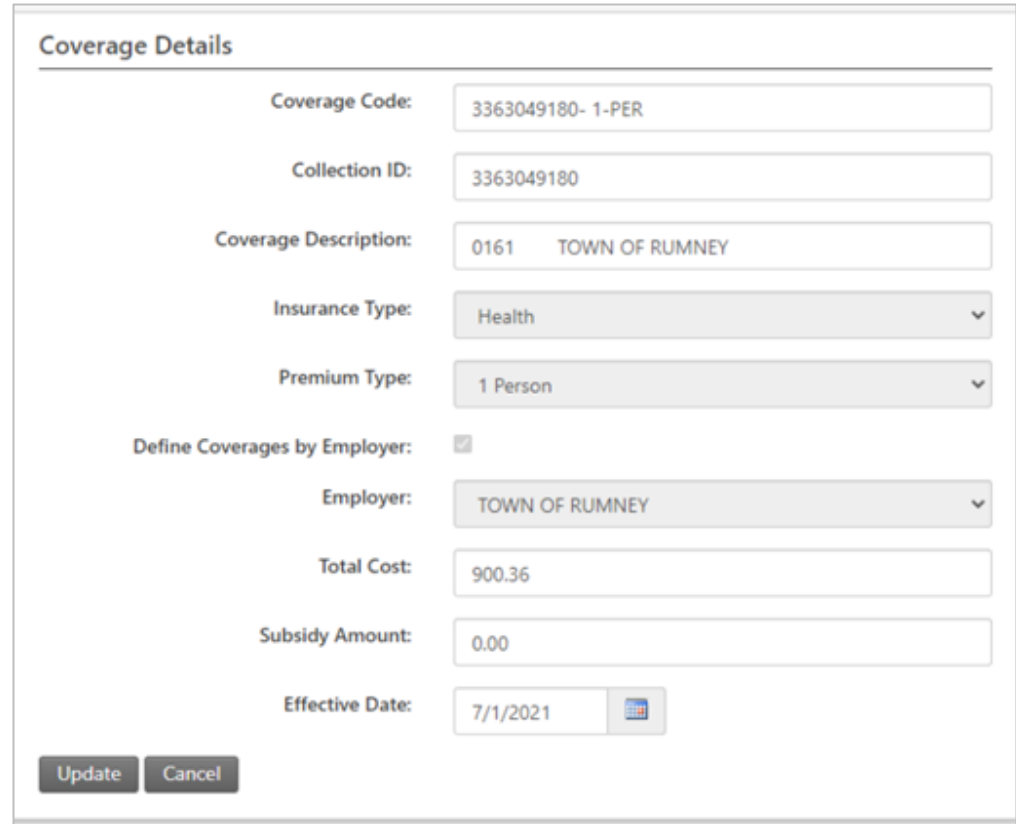
# Replacement Coverage



- **If no errors are generated and if all warnings are ignored the following is performed:**
  1. **If a Replacement Coverage is not selected:**
    - For all Associated Payees, the insurance deductions for the terminated coverage are terminated as of the given Termination Date
    - The Coverage is terminated as of the provided Termination Date
  2. **If a Replacement is selected:**
    - For all selected Associated Payees, the insurance deductions for the current coverage are terminated as of the given Termination Date
    - New coverage records for the Replacement Coverage are created for the Associated Payees, effective as of the first of the month following the Termination Date
    - Payee coverage updates are processed through the Authorization Review Process
    - If all payees were selected, then the Coverage is terminated as of the provided Termination Date

# Add or Edit Coverage

- The Coverage Details screen is accessed from the “Edit” and “Add” links on the Coverages screen
- From the “Coverage Details” screen the user may add or update a given insurance coverage record
- All fields are required



The screenshot shows a web form titled "Coverage Details". It contains several input fields and dropdown menus. The fields are: Coverage Code (3363049180- 1-PER), Collection ID (3363049180), Coverage Description (0161 TOWN OF RUMNEY), Insurance Type (Health), Premium Type (1 Person), Define Coverages by Employer (checked), Employer (TOWN OF RUMNEY), Total Cost (900.36), Subsidy Amount (0.00), and Effective Date (7/1/2021). There are "Update" and "Cancel" buttons at the bottom.

Coverage Details	
Coverage Code:	3363049180- 1-PER
Collection ID:	3363049180
Coverage Description:	0161 TOWN OF RUMNEY
Insurance Type:	Health
Premium Type:	1 Person
Define Coverages by Employer:	<input checked="" type="checkbox"/>
Employer:	TOWN OF RUMNEY
Total Cost:	900.36
Subsidy Amount:	0.00
Effective Date:	7/1/2021
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

## **Add or Edit Coverage**



- **Upon clicking 'Add' or 'Update' the following validations are performed:**
  - **An error is displayed if the Effective Date is not the first of a month**
  - **An error is displayed if the Effective Date is in the current or a prior month**
  - **An error is displayed if Total Cost or Employer Subsidy Amount is less than zero**
  - **An error is displayed if the coverage overlaps a rate of the same coverage. If no errors are produced, then the Coverage Record is saved**

# Search by SSN

- To find information for a specific payee the user can use the 'Payee Lookup' screen
- Upon selecting the menu option, the 'Payee Lookup' screen is displayed

Payee Lookup

Payee Search

SSN:

Payee Lookup

Payee Search

SSN:

Find Results

	SSN	Name	Benefit Type	Benefit Effective Date
<a href="#">Select</a>	***-**-1111	DOE, JOHN	Service Retirement	7/1/2004
<a href="#">Select</a>	***-**-1111	DOE, JOHN	Additional Annuity	7/1/2004

- **Once the SSN is entered, the following validations are performed:**
  - **If a person is not found with the SSN, an error is displayed**
  - **If a person was found with the SSN but none of the employers from the person's Insurance Profile are associated to the Insurance Carrier, an error is displayed as follows: "A person was found but not associated with this Insurance Carrier."**
    - **If the person found is a recipient of a Continuance or Survivor Annuity, then the employment history of the original payee is used**
  - **If a person is found and associated to the Insurance Carrier but have no active benefits associated to them, the following error is displayed: "The person is not an Active Payee."**
    - **Note that 'Active' means that the payee's benefit has been activated and on payroll**
  - **If an exact match is found with multiple benefits, the 'Find Results' grid is displayed for the payee for each benefit**

# Search by SSN

- If an exact match is found with a single benefit, then the 'Payee Insurance' screen is displayed
- The 'Payee Information' section displays all the basic payee demographic information as well as their Medicare Number and eligibility dates
  - If Medicare information does not exist, then the fields are blank

Payee Information

Name: DOE, JOHN A

SSN: \*\*\*-\*\*-1111

Gender: Male

Birth Date: 2/7/1950

Benefit Type: Service Retirement

Benefit Effective Date: 11/1/2021

Medicare Number: 010-10-1010A

Part A Eligibility Date: 11/1/2007

Part B Eligibility Date: 11/1/2007

Eligible for Medical Subsidy: True

Medical Subsidy Active: False

Expected Medical Subsidy: \$0.00

Insurance

Coverages

Dependents

Medicare

Member Name	Name	Classification	Insurance Type	Coverage Code	Member Premium	Effective Date
None						

Add

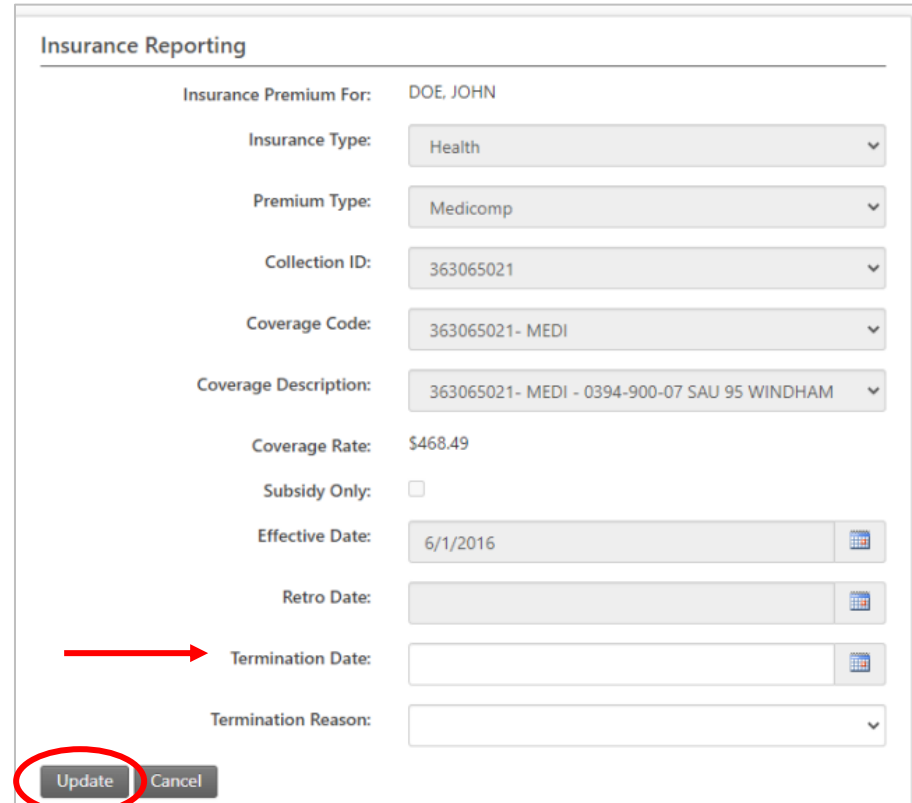
Pending Approval

	Name	Type	Sub.Type	Queued Date	Event Date
None					



- | Insurance |  |  |  |  |  |  |  |  |  |  |  |
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- A “Terminate” link is available for all active Insurance Deductions. Upon clicking “Terminate” the following screen is displayed
- From this screen the user may terminate the Insurance Deduction by entering a “Termination Date” and clicking “Update”



The screenshot shows the 'Insurance Reporting' form for 'DOE, JOHN'. The form contains several fields: 'Insurance Type' (Health), 'Premium Type' (Medicomp), 'Collection ID' (363065021), 'Coverage Code' (363065021- MEDI), 'Coverage Description' (363065021- MEDI - 0394-900-07 SAU 95 WINDHAM), 'Coverage Rate' (\$468.49), 'Subsidy Only' (checkbox), 'Effective Date' (6/1/2016), 'Retro Date' (empty), 'Termination Date' (empty), and 'Termination Reason' (empty). A red arrow points to the 'Termination Date' field. At the bottom, the 'Update' button is circled in red, and the 'Cancel' button is next to it.

Insurance Reporting	
Insurance Premium For:	DOE, JOHN
Insurance Type:	Health
Premium Type:	Medicomp
Collection ID:	363065021
Coverage Code:	363065021- MEDI
Coverage Description:	363065021- MEDI - 0394-900-07 SAU 95 WINDHAM
Coverage Rate:	\$468.49
Subsidy Only:	<input type="checkbox"/>
Effective Date:	6/1/2016
Retro Date:	
Termination Date:	
Termination Reason:	
<div><span>Update</span> <span>Cancel</span></div>	

If another coverage of the same Insurance Carrier is replacing the terminated coverage, the Replacement Collection ID and Replacement Coverage fields can be used

### Insurance Reporting

Insurance Premium For:

SMITH, RONALD

Effective Date:

7/1/2023

Insurance Type:

Health

Premium Type:

Medicomp

Collection ID:

363044199

Coverage Description:

363044199- MEDI - 0236 City of Portsmouth

Coverage Rate:

\$649.36

Medical Subsidy Only:

☐

Retro Date:

Termination Date:

7/31/2023

Termination Reason:

Coverage Change

### Replacement Coverage




Replacement Collection ID:

Replacement Coverage Description:

Update

Cancel

- If there is a retro, you will be required to enter the Retro Date, Termination Date, and select a Termination Reason from the dropdown
- If there is no retro, you will only need to enter the Termination Date and select a Termination Reason from the dropdown

Effective Date:	<input type="text" value="6/1/2016"/>	
Retro Date:	<input type="text"/>	
Termination Date:	<input type="text"/>	
Termination Reason:	<input type="text" value=""/>	

# Adding a New Insurance Deduction

- Clicking the plus sign/add button opens a new Insurance Reporting screen, where you can enter a new insurance deduction record for a user

The screenshot shows the 'Insurance Summary' page. On the left is a dark sidebar with navigation links: Carrier Account (Summary, Coverages, Search By SSN), Insurance Reporting (Report Coverage, Queued Items, Schedules), Reports, Contact Us, and Help. The main content area is titled 'Insurance Summary' and contains several sections:

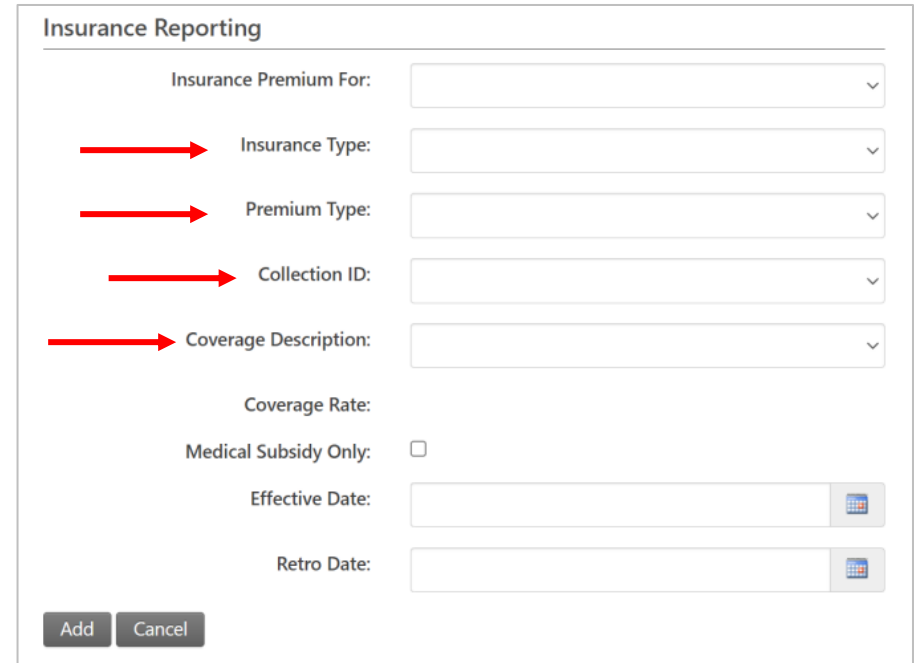
- Authorizations:** A box with the title 'Report Coverage' and a green circular button with a white plus sign. A red arrow points to this button.
- Carrier Communications:** A section with a dropdown arrow and a table with columns 'Name' and 'Distributed'. Below the table, it says 'No new notifications'.
- Carrier Account (4/30/2022):** A section displaying financial data in two columns:

Benefit Payroll Medical Subsidy	Benefit Payroll Insurance Deductions
\$1,546,490.11	\$442,294.38
\$26,101.55	\$15,648.22
\$1,572,591.66	\$457,952.90
Medical Subsidy	Insurance Deductions
- Associations:** A section with tabs for 'Representatives' and 'Employers'. Below the tabs is a table with columns 'Name', 'Status', 'Type', 'Address', and 'Phone'. The table content is obscured by a black redaction box.

At the bottom left, there is a footer with links for 'ASP Trace', 'Page Messages', and 'Validate XHTML', followed by 'Disclaimers', 'Attributions', and 'Privacy'. Below these links is the copyright notice: '©2007-2022 Levi, Ray & Shoup, Inc. All rights reserved. v3.12.9.0.27'.

# Adding a New Insurance Deduction

- Choose a coverage by filtering coverages by “Insurance Type,” “Premium Type”
- Collection ID allows for searching by typing the first characters of the Collection ID
- Available Collection IDs are displayed as you type but are also filtered by the Insurance and Premium Types
- Coverage Description is updated automatically after selecting a Collection ID
- Adding a new Insurance Deduction follows the same process and validations as adding a deduction through the Report Coverage Wizard



The screenshot shows a form titled "Insurance Reporting". It contains several input fields and a checkbox. Red arrows point to the "Insurance Type", "Premium Type", "Collection ID", and "Coverage Description" fields, which are all dropdown menus. Below these are fields for "Coverage Rate", "Medical Subsidy Only" (a checkbox), "Effective Date", and "Retro Date" (both with date pickers). At the bottom are "Add" and "Cancel" buttons.

Insurance Reporting	
Insurance Premium For:	<input type="text"/>
→ Insurance Type:	<input type="text"/>
→ Premium Type:	<input type="text"/>
→ Collection ID:	<input type="text"/>
→ Coverage Description:	<input type="text"/>
Coverage Rate:	<input type="text"/>
Medical Subsidy Only:	<input type="checkbox"/>
Effective Date:	<input type="text"/>
Retro Date:	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

- The “Dependents” section of the Payee Insurance screen displays dependent associations for the payee

## Insurance

Coverages


Dependents

Medicare

	<u>Name</u>	<u>Birth Date</u>	<u>Relationship</u>	<u>Disabled</u>	<u>Full Time Student</u>	<u>Effective Date</u>	<u>Status</u>
<a href="#">Edit</a> <a href="#">Terminate</a>	DOE, JANE	7/2/1974	Wife	No	No	4/1/2017	Active

Add

- As with the other tabs, a “Pending Approval” indicator  displays if any Pending Authorizations exist for the dependent

Coverage Description	Coverage Rate	Medical Subsidy Only	Effective Date	Retro Date	
SCHOOL ADMINISTRATIVE UNIT 95	\$580.82	No	6/1/2016		
-910-07 SAU #28	\$850.32	No	11/1/2021		



- Dependents can be updated by clicking the “Edit” button beside their name. To add a dependent, click the “Add” button
- Adding and editing dependents follows the same process and validations as adding a deduction through the Report Coverage Wizard

Insurance

Coverages Dependents Medicare

	Name	Birth Date	Relationship	Disabled	Full Time Student	Effective Date	Status
<a href="#">Edit</a> <a href="#">Terminate</a>	DOE, JANE	7/2/1974	Wife	No	No	4/1/2017	Active

Add

# Terminating a Dependent

- Dependents are terminated by clicking the “Terminate” button beside the dependent’s name
- The terminate button is only available if the dependent is not in a status of “Inactive”

### Insurance

Coverages

Dependents

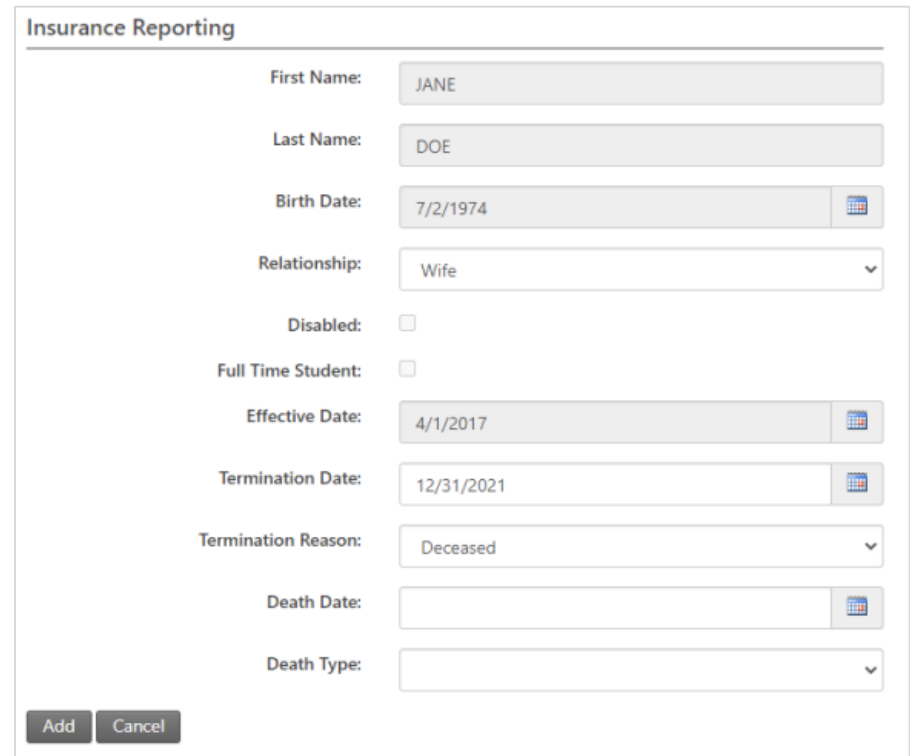
Medicare

	<u>Name</u>	<u>Birth Date</u>	<u>Relationship</u>	<u>Disabled</u>	<u>Full Time Student</u>	<u>Effective Date</u>	<u>Status</u>
<a href="#">Edit</a> <a href="#">Terminate</a>	DOE, JANE	7/2/1974	Wife	No	No	4/1/2017	Active

Add

# Terminating a Dependent

- All dependent-related fields are displayed with the addition of “Termination Date” and “Termination Reason”
  - Both are required
- Termination Reasons can be Divorced, Deceased, or Other
- If Deceased is selected, the “Death Date” and “Type” fields are enabled



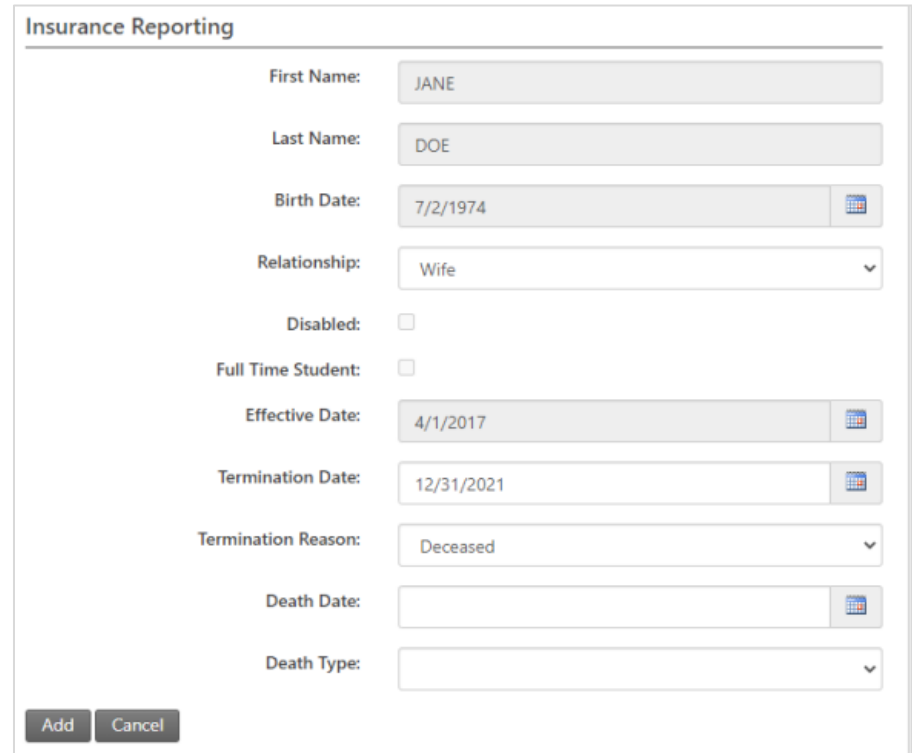
The screenshot displays a web form titled "Insurance Reporting". It contains the following fields and controls:

- First Name:** Text input field with the value "JANE".
- Last Name:** Text input field with the value "DOE".
- Birth Date:** Text input field with the value "7/2/1974" and a calendar icon to its right.
- Relationship:** A dropdown menu with "Wife" selected.
- Disabled:** A checkbox that is currently unchecked.
- Full Time Student:** A checkbox that is currently unchecked.
- Effective Date:** Text input field with the value "4/1/2017" and a calendar icon to its right.
- Termination Date:** Text input field with the value "12/31/2021" and a calendar icon to its right.
- Termination Reason:** A dropdown menu with "Deceased" selected.
- Death Date:** Text input field, currently empty, with a calendar icon to its right.
- Death Type:** A dropdown menu, currently empty.

At the bottom left of the form are two buttons: "Add" and "Cancel".


# Terminating a Dependent

- Upon clicking “Add,” the dependent record is updated
- If a Termination Reason of “Deceased” is selected, then the status of the dependent is updated to ‘Deceased’
- If any other reason is selected, the dependent status is updated to ‘Inactive’

A screenshot of a web form titled "Insurance Reporting". The form contains several input fields and checkboxes. The fields are: First Name (JANE), Last Name (DOE), Birth Date (7/2/1974), Relationship (Wife), Effective Date (4/1/2017), Termination Date (12/31/2021), Termination Reason (Deceased), Death Date, and Death Type. There are also checkboxes for Disabled and Full Time Student. At the bottom left, there are "Add" and "Cancel" buttons.

First Name:	JANE
Last Name:	DOE
Birth Date:	7/2/1974
Relationship:	Wife
Disabled:	<input type="checkbox"/>
Full Time Student:	<input type="checkbox"/>
Effective Date:	4/1/2017
Termination Date:	12/31/2021
Termination Reason:	Deceased
Death Date:	
Death Type:	

Add Cancel


- The “Medicare” section of the Payee Insurance screen displays the Medicare information for the payee and all their dependents that have Medicare information on file
- As with the other tabs, a Pending Approval Indicator  displays if any pending authorizations exist for the Medicare information record

### Insurance

Coverages

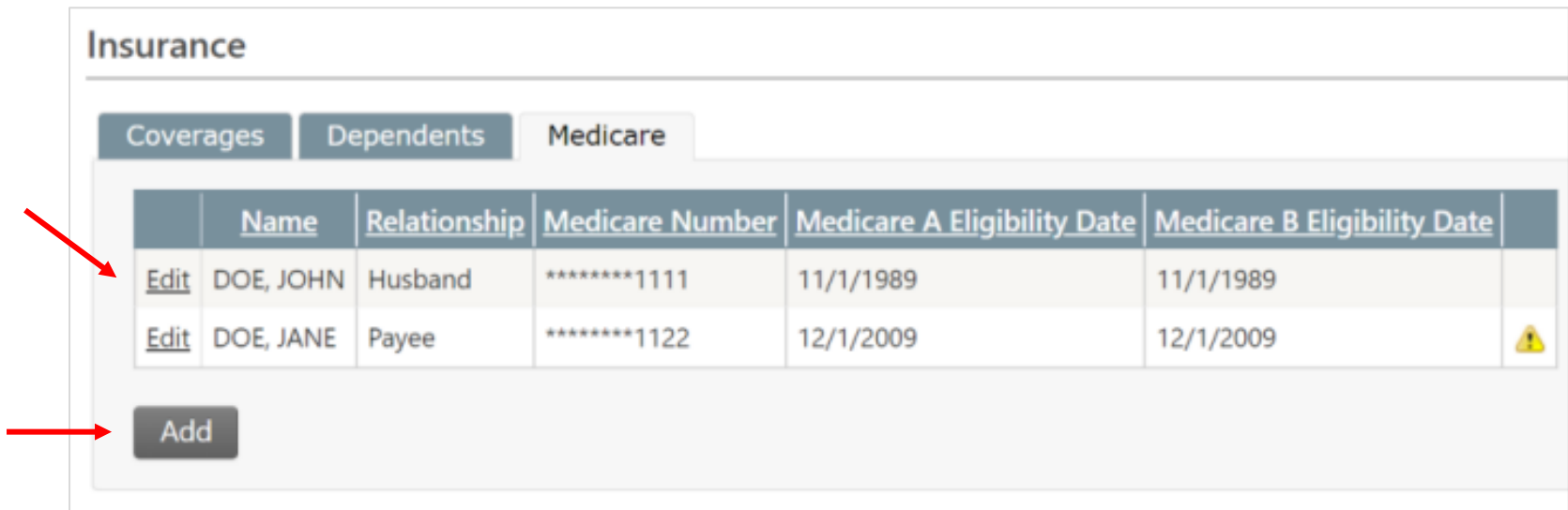
Dependents

Medicare

	Name	Relationship	Medicare Number	Medicare A Eligibility Date	Medicare B Eligibility Date	
<a href="#">Edit</a>	DOE, JOHN	Husband	*****1111	11/1/1989	11/1/1989	
<a href="#">Edit</a>	DOE, JANE	Payee	*****1122	12/1/2009	12/1/2009	


Add

- Medicare information is edited by the user clicking “Edit” beside the person’s name
- New Medicare records are added by clicking the “Add” button below the grid



Insurance

Coverages Dependents Medicare

	Name	Relationship	Medicare Number	Medicare A Eligibility Date	Medicare B Eligibility Date	
<a href="#">Edit</a>	DOE, JOHN	Husband	*****1111	11/1/1989	11/1/1989	
<a href="#">Edit</a>	DOE, JANE	Payee	*****1122	12/1/2009	12/1/2009	

Add


- Below is the screen that appears once “Edit” or “Add” has been clicked


### Insurance Reporting

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Medicare For: DOE, JOHN

Medicare Number:

Medicare A Eligibility Date:  

Medicare B Eligibility Date:  

# Pending Approval

- The Pending Approval section displays all authorizations that are in a status of “Pending,” “Need More Information,” or “Documentation Required”
- Users can View, Edit, or Delete all authorizations pending for approval
- The “Documentation” link is available for authorizations that require supporting documentation to be uploaded

## Pending Approval

	<u>Name</u>	<u>Type</u>	<u>Sub Type</u>	<u>Status</u>	<u>Queued Date</u>	<u>Event Date</u>
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Documentation</a>	DOE, JAMES	Dependent	Fulltime Student Maintained	Pending	11/5/2021	12/1/2021
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Documentation</a>	DOE, JOHN	Medicare	Medicare Information Change	Pending	11/5/2021	12/1/2021

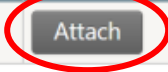




- Documents are uploaded by clicking the “Attach” button and then navigating to the document saved to your computer

Insurance Reporting Documents

Supporting Documentation

Type: Dependent Sub Type: Dependent Add Member Name: DOE, JOHN Name: DOE, JAMES

Document Type	Document Name	Destination	Attachment
Insurance	Dependent Child Certification	Member	

- Once the document is uploaded, the “Attach” button becomes “Delete”
- Clicking “Save” saves the uploaded documentation to the authorization
  - The “Delete” button is used to remove an incorrect attachment
- If all required documents have been uploaded, and the current status of the authorization is “Documentation Required” then the status of the authorization is updated to “Pending”

### Supporting Documentation

Type: Insurance Deduction Sub Type: First Time Insurance Payee Name: [REDACTED] Name: [REDACTED]

Document Description	Attachment
Insurance - Authorization Form	<div>Delete [REDACTED]</div>

Save

Cancel

# Resources for Employers



- Insurance-related questions – (603) 410-3202
- DRS Support (for DRS account setup only) – (603) 410-3508; [drssupport@nhrs.org](mailto:drssupport@nhrs.org)
- Employer Resource page:  
[www.nhrs.org/employers/employer-resources](http://www.nhrs.org/employers/employer-resources)

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