# Updating Insurance Rates through the DRS Insurance Module

## INDEX

- 2 <u>Getting Started</u>
- 5 <u>Changing an Existing Rate</u>
- 7 <u>Terminating an Existing Rate</u>
- **10** <u>Reactivating a Terminated Rate</u>
- 12 Adding a Brand New Rate

# **Getting Started**

### I. Logging into the DRS Insurance Module

- **1.** To get started, click on the **DRS Quicklink** at the top of the <u>www.nhrs.org</u> 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.

News   Meetings & Eve	nts   Contact   Social Media   F	orms   FAQs DRS Quicklink	Text Size A A A
NHRS New Hampshire Retirement System	My Acco Need an account?	bunt Login Sign up here	Search Advanced Search
Members Retired	es Employers	Funding & Investments	About NHRS
	Authorized Acces	ss Only	
You are about to log o	onto the New Hampshire Retirement Sys	em's Data Reporting System.	
The Data Reporting S System or their autho	ystem is only for Participating Employers rized Vendors or Third Party Administrat	s of the New Hampshire Retirement ors (TPAs).	
If you are not a Partic Reporting System.	ipating Employer, Vendor, or TPA you are	prohibited from logging onto the Data	
Violators will be pros	ecuted to the full extent of the law under	US Code Title 18, Section 1030.	
l have read this discla Retirement System p	imer and I am an authorized participatir ursuant to <mark>RSA 100-A:20,I</mark> .	g Employer of the New Hampshire	
Una	uthorized	Authorized	
Fund: Usern Passw <i>If you are</i> Activ Retir c 1-877	Data Reporting System           NH Retirement System           ame:           vord:           Login           a having difficulties accessing the NHRS           please contact NHRS Employer 3           a Employee or HB342           endition Saturation of tables           or tall free at         1-877           '600-0158 (ext. 3674)         1-877	Login araol your password? 5 Data Reporting System, Services all 603-410-3675 or toll free at -600-0158 (ext. 3675)	
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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.

PENSIONGOL RETIREMENT SOLUTIO	NHRS Data Reporting System
Software for Pension Administrat	ion"
NO MODULE SELECTED	
Fund Options <ul> <li>Select Module</li> <li>Help</li> </ul>	Welcome
Change Password     Logout	NHRS Data Reporting System
	The NHRS Data Reporting System is for authorized participating employers of the New Hampshire Retirement System and authorized insurance vendors (a vendor can be a participating employer or a third-party health care administrator).
	If you are not an authorized participating employer or vendor, you are prohibited from being logged onto the NHRS Data Reporting System and should log off immediately. Violators will be prosecuted to the full extent of the law under US Code Title 18, Section 1030.
	The NHRS Data Reporting System contains three modules:
	Insurance Reporting Use this module to submit or change insurance authorizations or update Insurance premium rates. For questions about insurance reporting, call a Medical Benefit representative at (603) 410-3675.
	Note: Employers or vendors only have access to the modules for which they are authorized.
	NOTICE TO EMPLOYERS
	For information regarding password security and password login for the NHRS Data Reporting System, click on the following links: <u>Password Security</u> <u>Employer Guide to Password Login</u>

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.

d Options Select Carrier	
Select Module Help Change Password Logout	ME-2016

**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.



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.

Little Big Town Rates	Change Rate Enter the new rate and effective d	ate				
Terminate	Coverage Code	Collection ID	Premium Type	Current Rate	New Rate	Effective Date
Reactivate     Add Brand New	GROUP A - 1 PER	100120147-A	1 Person	\$ 829.13	\$ 839.50	11/01/2015
Reports			Save		1	1

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.

Employer Reporting System Error(s)
■ EffectiveDate: Unable to change the rate for the date selected. Please call a Medical Benefit representative at (603) 410-3675 for assistance.
Back

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.

Little Big Town Rates • Change • Terminate	Confirmation of Rate Change 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.
Reactivate	Rate: GROUP A - 1 PER 100120147-A 1 Person. This rate was undated as follows:
Add Brand New	
	Old Rate: \$ 829.13 New Rate: \$ 839.50
Reports	Effective Date: 12/01/2015
• Ins Deduction	
Register	PrintScreen

# **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.



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.

Little Big Town	Terminate Rate Enter the termination date of the current rate						
Terminate	Coverage Code	Collection ID	Premium Type	Current Rate	Effective Date	Termination Date	
<ul><li>Reactivate</li><li>Add Brand New</li></ul>	GROUP A - FAM	100120147-A	Family	\$ 1,957.01	07/01/2015	11/01/2015	
Reports			Save			1	

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.

Employer Reporting System Error(s)
■ EffectiveDate: Unable to change the rate for the date selected. Please call a Medical Benefit representative at (603) 410-3675 for assistance.
Back

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.

Little Big Town Rates • Change	<b>Confirmation of Terminated Rate</b> If this is not the intended result please call a Medical Benefit representative at (603) 410-3675 for assistance.
Terminate     Reactivate     Add Brand New	Rate: GROUP A - FAM 100120147-A Family. This rate was terminated as of: 11/30/2015.
Reports	PrintScreen

#### **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.

heck Issue Dates:	06/30/2017
Collection ID:	¥
Premium Type:	-

5. Click Download File.



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

Run Date : 03/30/2017 Run Time : 8:07 AM		 Ins	NH Retirem surance Dedu	ent Syst uction Re	tem gister	User Page	User Id : PGold Logon Page: 1	
Insurance Type:	All Insurance T	ypes	Check	Issue Date:	04/28/2017			
Insurance Carrier:			Payrol	I Mode:	Trial Run			
Collection ID: Payee Name	1000340-AA	Premium Type: SSN	One Person Premi Plan	um Coverage Member Deduction Amount	Employer Amount	NHRS Amount	Total Premium	
	(	Employe	e - P. Subdivision	\$55.94	\$0.00	\$375.56	\$431.50	
		Employe	e - P. Subdivision	\$55.94	\$0.00	\$375.56	\$431.50	
Totals for Carrier By Employee - P. Se	Plan ubdivision	2		<b>\$</b> 111.88	\$0.00	\$751.12	\$863.00	
Carrier Totals:		2		\$111.88	\$0.00	\$751.12	\$863.00	
Totals for Insurance Employee - P. Se	Type By Plan ubdivision	2		\$111.88	\$0.00	\$751.12	\$863.00	

# **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.

Little Big Town Rates	<b>Re-activate Rate</b> Enter the new rate and effective da	ate				
Terminate	Coverage Code	Collection ID	Coverage Description	Premium Type	New Rate	Effective Date
Reactivate     Add Brand New	GROUP A - MEDI	1002047-A	1002047	Medicomp	\$ 698.79	11/01/2015
Reports			Save		1	1

 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.

Employer Reporting System Error(s)
⊕ EffectiveDate: Unable to change the rate for the date selected. Please call a Medical Benefit representative at (603) 410-3675 for assistance.
Back

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.

Little Big Town	Confirmation of Re-activated Rate					
Rates	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					
Change	assistance.					
Terminate     Reactivate						
Add Brand New	Rate: GROUP A - MEDI 1002047-A Medicomp. This rate was re-activated as follows:					
	New Rate: \$ 698.79					
Reports	Effective Date: 12/01/2015					
<ul> <li>Ins Deduction</li> </ul>						
Register	Print Screen					

# **Adding a Brand New Rate**

1. Click Add Brand New under Rates.

PENSIONGOL RETIREMENT SOLUTIO Software for Pension Administrat	NHRS Data Reporting System
Little Big Town Rates • Change • Terminate • Reactivate • Add Brand New	<b>Insurance Reporting</b> Vendors use this module for insurance authorization and insurance premium rate updates. For questions about insurance reporting, call a Medical Benefit representative at (603) 410-3675.

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

Little Big Town	Add New Rate Enter the new rate info	ormation					
Change     Terminate     Reactivate     Add Brand New	Coverage Code	Collection ID	Coverage Description	Insurance Type	Premium Type	New Rate	Effective Date
Reports <ul> <li>Ins Deduction</li> <li>Register</li> </ul>	1	1	1	Save	1	1	1

3. Click Save.

Little Big Town	Add New Rate Enter the new rate info	ormation					
Change     Terminate     Reactivate	Coverage Code	Collection ID	Coverage Description	Insurance Type	Premium Type	New Rate	Effective Date
Add Brand New	Group I - 1 PER	100120147-1	1 Person	Health Insurance	1 Person 🗸	\$ 724.82	11/01/2015
Reports <ul> <li>Ins Deduction</li> </ul>			(	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.

Little Big Town	Confirmation of New Rate
Rates • Change	This rate was <b>NOT</b> saved. Please call a Medical Benefit representative at (603) 410-3675 for assistance.
Terminate     Reactivate	Rate: Group I - 1 PER already exists for this insurance carrier.
<ul> <li>Add Brand New</li> </ul>	Use the "Change" link to update the active rate.
Reports <ul> <li>Ins Deduction</li> </ul>	PrintScreen

**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	Confirmation of New Rate
Rates	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
Change	assistance.
Terminate	
Reactivate	Pater Group 1 - 1 DEP 10012071-1 1 percent The rate was created as follows:
Add Brand New	
	Insurance Type: Health Insurance
Reports	Premium Type: 1 Person
<ul> <li>Ins Deduction Register</li> </ul>	New Rate: \$ 742.28
	Effective Date: 12/01/2015
Fund Options	
Select Carrier	PrintScreen
Select Module	