



## Set up insurance company codes table



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Personnel > Tables > Insurance Company Codes

Add codes for Active Care and First Care plans.

**Note:** It is not necessary to add separate codes for Active Care and First Care since you can see the current detail in their deduction screens.

<b>Add</b>	Click to add insurance company data. A blank insurance company code record is displayed.	<b>OR</b>	<b>Retrieve an existing record.</b>	Click  to search for and select an insurance company code. Or, begin typing the insurance company code or name. As you type the data, a drop-down list of corresponding data is displayed. Select an insurance company code or name and click <b>Retrieve</b> .
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Under **Insurance Company Codes**:

Field	Description
<b>Company Code</b>	Type the code associated with the insurance company. The field can be a maximum of five digits.
<b>Company Name</b>	Type the name of the insurance company. The field can be a maximum of 30 characters.
<b>Street Nbr</b>	Type the street number of the insurance company. The field can be a maximum of six digits.
<b>Street Name</b>	Type the street name of the insurance company. The field can be a maximum of 20 characters.
<b>City</b>	Type the name of the city in which the insurance company is located. The field can be a maximum of 25 characters.
<b>State</b>	Click  to select the two-character abbreviation of the state in which the insurance company is located.
<b>Zip Code</b>	Type the five-digit zip code that indicates the location of the insurance company.
<b>+4</b>	Type the four-digit additional zip code indicating the location of the insurance company.
<b>Phone Number</b>	Type the three-digit area code and seven-digit phone number of the insurance company.
<b>Extension</b>	Type the phone number extension, if applicable.
<b>Contact</b>	Type the contact name associated with the insurance company. The field can be a maximum of 30 characters.

Under **Insurance Plans**, click **+Add** to add a plan number, description, and group number. The system populates the **Code** and **Company Name** fields with data from the selected company.

<b>Plan Number</b>	Type the insurance plan number. The field can be a maximum of 20 digits.
<b>Plan Description</b>	Type the description of the type of insurance plan. The field can be a maximum of 20 characters.
<b>Group Nbr</b>	Type the group number for the district. The field can be a maximum of 20 digits.

<b>Self-Insured</b>	Select to identify the health insurance plan as being a plan in which the employer assumes the financial responsibility for providing health care benefits to its employees.  This field should be selected for PPO plans (e.g., TRS ActiveCare 1-HD, 2, and Select plans).
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Click **Save**.



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