



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.

Add Click to add insurance company data. A blank insurance company code record is displayed.	OR	Retrieve an existing record. 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 Retrieve .
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Under **Insurance Company Codes**:

Field	Description
Company Code	Type the code associated with the insurance company. The field can be a maximum of five digits.
Company Name	Type the name of the insurance company. The field can be a maximum of 30 characters.
Street Nbr	Type the street number of the insurance company. The field can be a maximum of six digits.
Street Name	Type the street name of the insurance company. The field can be a maximum of 20 characters.
City	Type the name of the city in which the insurance company is located. The field can be a maximum of 25 characters.

Field	Description
State	Click  to select the two-character abbreviation of the state in which the insurance company is located.
Zip Code	Type the five-digit zip code that indicates the location of the insurance company.
+4	Type the four-digit additional zip code indicating the location of the insurance company.
Phone Number	Type the three-digit area code and seven-digit phone number of the insurance company.
Extension	Type the phone number extension, if applicable.
Contact	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.

Plan Number	Type the insurance plan number. The field can be a maximum of 20 digits.
Plan Description	Type the description of the type of insurance plan. The field can be a maximum of 20 characters.
Group Nbr	Type the group number for the district. The field can be a maximum of 20 digits.
Self-Insured	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).

Click **Save**.



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