



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 . |
|------------|--|----|-------------------------------------|---|

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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