

Insurance Company Codes - HRS2900

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This page allows you to add and maintain basic information about insurance companies for reporting.

Add or retrieve insurance company data:

Add	Add insurance data. Click to add insurance company data. A blank insurance company code record is displayed.	OR	**Retrieve an existing record.**	Search for a 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**.

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.
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 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**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Print data. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Delete	Delete the record. Click to delete the insurance company record. A message is displayed asking if you want to delete the record. Click **Yes** to delete the record. Click **No** to not delete the record and return to the Insurance Company Codes tab.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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