



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 | 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 . |
|---------------------|--|----|-------------------------------------|--|
| 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 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 | <p>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.</p> <p>This field should be selected for PPO plans (e.g., TRS ActiveCare 1-HD, 2, and Select plans).</p> |
|---------------------|--|

Click **Save**.

Other functions and features:

| | |
|---|---|
| Retrieve | The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost. |
| Print | Click to print data. Review the report. |
| Delete | <p>Click to delete the insurance company record. A message is displayed asking if you want to delete the record.</p> <p>Click Yes to delete the record.</p> <p>Click No to not delete the record and return to the Insurance Company Codes tab.</p> |
|  | <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p> |



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