


# Insurance Company Codes - HRS2900

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

| | | | | |
|---|---|---|---|---|
| **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. |
| **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.<br><br>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** | 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 the report. Review the report. |
| **Delete** | Click to delete the insurance company record. A message is displayed asking if you want to delete the record.<br><br>Click **Yes** to delete the record.<br><br>Click **No** to not delete the record and return to the Insurance Company Codes tab. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |


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