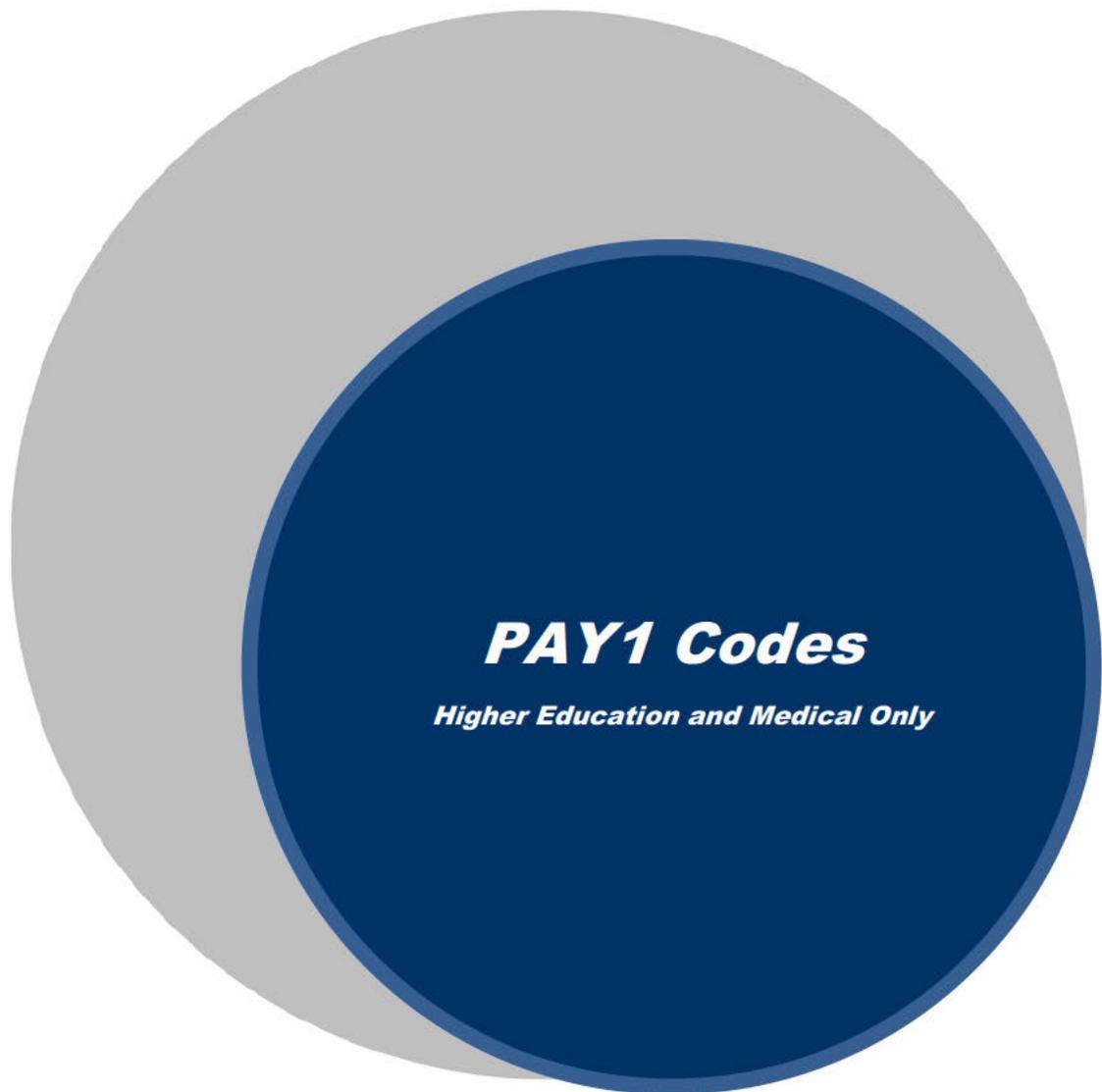


Appendix

Higher Education and Medical Only

Appendix I



PAY1 Codes

Higher Education and Medical Only

Reason Codes Chart

Agency Enrollment Reasons:

Reason Code:	Enrollment Reason:	Available for Screen:
01	Newly eligible member	A.41; A.43
03	Retiree rehire	A.41
04	Return to work from layoff	A.41
05	Return to work from LWOP	A.41
06	Reinstatement	A.43
07	Domestic partnership	A.43
08	Marriage	A.43
10	Return from waive/defer	A.41; A.43; A.44 (HCA only, except during annual open enrollment)
49	Not elected	A.43

Agency Termination Reasons:

Reason Code:	Termination Reason:	Available for Screen:
31	Employment ending/ineligible position	A.41
32	Termination—gross misconduct	A.41
33	Approved LWOP	A.41
34	Layoff	A.41
35	Death	A.41, A.43
36	Retirement	A.41
37	Employer group left	A.41 (HCA only)
38	Applying for disability retirement	A.41
39	Voluntary termination of coverage	A.41, A.43 (HCA only)
40	Employee waives/dependent voluntarily terms	A.43, A.44
41	Dependent loses eligibility	A.43
42	Divorce/dissolution	A.41, A.43
44	Defer retiree coverage	A.41, A.43 (HCA only)
46	Non-payment	A.41 (HCA only)
47	Self-pay end date reached	A.41 (HCA only)
48	Defer due to Medicare/Medicaid	A.41, A.43 (HCA only)
49	Not Elected (medical only groups)	A.44
50	Faculty/seasonal between eligibility	A.41
51	USERRA or educational leave	A.41
52	Change of eligibility type	A.41 (HCA only)
53	Reversion not due to layoff	A.41
54	Termination for dual coverage	A.43 (HCA only)

Appendix II



Statements and Reports

Higher Education and Medical Only

Sample: Proof of Loss

<h1 style="font-size: 48px; margin: 0;">H.C.A.</h1>	<p>CERTIFICATE OF CREDITABLE COVERAGE May 22, 2008</p> <p>WASHINGTON STATE HEALTH CARE AUTHORITY</p> <div style="background-color: black; width: 100px; height: 20px; margin: 5px auto;"></div>																		
John Doe <div style="background-color: black; width: 100px; height: 20px; margin-top: 5px;"></div>																			
<p>IMPORTANT: This certificate provides evidence of your prior health coverage. You may need to furnish this certificate if you become eligible under a group health plan that excludes coverage for certain medical conditions that you have before you enroll. This certificate may need to be provided if medical advice, diagnosis, care, or treatment was recommended or received for the condition within the six-month period prior to your enrollment in the new plan. If you become covered under another group health plan, check with the plan administrator to see if you need to provide this certificate. You may also need this certificate to buy, for yourself or your family, an insurance policy that does not exclude coverage for medical conditions that are present before you enroll. The individual(s) listed below have had PEBB medical insurance coverage for the following periods of time:</p>																			
<table border="0" style="width: 100%;"><thead><tr><th style="text-align: left;"><u>NAME</u></th><th style="text-align: left;"><u>SOCIAL SECURITY</u></th><th style="text-align: left;"><u>BIRTHDATE</u></th><th style="text-align: left;"><u>RELATIONSHIP</u></th><th style="text-align: left;"><u>BEGIN DATE</u></th><th style="text-align: left;"><u>END DATE</u></th></tr></thead><tbody><tr><td>John Doe</td><td><div style="background-color: black; width: 60px; height: 15px;"></div></td><td>10-11-1955</td><td>Subscriber</td><td>05-01-2003</td><td>05-30-2008</td></tr><tr><td>Jane Doe</td><td><div style="background-color: black; width: 60px; height: 15px;"></div></td><td>09-13-1950</td><td>Spouse</td><td>05-01-2003</td><td>05-30-2008</td></tr></tbody></table>		<u>NAME</u>	<u>SOCIAL SECURITY</u>	<u>BIRTHDATE</u>	<u>RELATIONSHIP</u>	<u>BEGIN DATE</u>	<u>END DATE</u>	John Doe	<div style="background-color: black; width: 60px; height: 15px;"></div>	10-11-1955	Subscriber	05-01-2003	05-30-2008	Jane Doe	<div style="background-color: black; width: 60px; height: 15px;"></div>	09-13-1950	Spouse	05-01-2003	05-30-2008
<u>NAME</u>	<u>SOCIAL SECURITY</u>	<u>BIRTHDATE</u>	<u>RELATIONSHIP</u>	<u>BEGIN DATE</u>	<u>END DATE</u>														
John Doe	<div style="background-color: black; width: 60px; height: 15px;"></div>	10-11-1955	Subscriber	05-01-2003	05-30-2008														
Jane Doe	<div style="background-color: black; width: 60px; height: 15px;"></div>	09-13-1950	Spouse	05-01-2003	05-30-2008														
<p>Please review this document for accuracy. If you have questions, please call the Health Care Authority at <div style="background-color: black; width: 60px; height: 15px;"></div> or toll-free at 1-800-200-1004.</p>																			
HCA 50-609 (5/97)																			

Sample: Statement of Insurance

An employee may print Statement of Insurance (SOI) at any time through [My Account](#).

Sample: Automatic Terminations Report

REPORT NO: [REDACTED]	STATE OF WASHINGTON	RUN DATE: 11/30/12						
RUN CYCLE: CYCLE 03	HEALTH CARE AUTHORITY	PAGE: 1						
AGENCY: [REDACTED]	SCHEDULED AUTOMATIC TERMINATIONS							
SUB-AGENCY: [REDACTED]								
***** SUBSCRIBER *****		***** DEPENDENT *****						
NAME	SSN	NAME	SSN	RELATIONSHIP	ELIG	END DATE	TERM	REASON
[REDACTED]	XXX-XX-XXXX	[REDACTED]	XXX-XX-XXXX	SON		02/28/13	26	YRS OLD
[REDACTED]	XXX-XX-XXXX	[REDACTED]	XXX-XX-XXXX	SON		02/28/13	26	YRS OLD
[REDACTED]	XXX-XX-XXXX	[REDACTED]	XXX-XX-XXXX	SON		02/28/13	CERT	END DT
[REDACTED]	XXX-XX-XXXX	[REDACTED]	XXX-XX-XXXX	SON		02/28/13	26	YRS OLD

This report displays dependent children who have lost eligibility for PEBB coverage due to age. Dependent children who have reached the age of 26, extended dependent children, and disabled dependents whose certification has expired will automatically term in the PAY1 insurance system.

Attestation Reports

If you have PAY1 access, you can generate attestation reports through [My Account](#) on the [PEBB](#) website. This report will show if the employee is enrolled in medical, the current tobacco use premium surcharge attestation and the spousal premium surcharge attestation. The report also shows pending changes to the premium surcharge and the pending effective date for attestations made online through [My Account](#). If you do not have PAY1 access, please contact PEBB through [FUZE](#).

Appendix III



System Information

Higher Education and Medical Only

2016 Invoicing Schedule

January

Cycle 00	Jan 15
Cycle 01	Jan 22
Cycle 02	Jan 26
Cycle 03	Jan 29

February

Cycle 00	Feb 12
Cycle 01	Feb 23
Cycle 02	Feb 26
Cycle 03	Feb 29

March

Cycle 00	Mar 15
Cycle 01	Mar 23
Cycle 02	Mar 28
Cycle 03	Mar 31

April

Cycle 00	Apr 15
Cycle 01	Apr 22
Cycle 02	Apr 26
Cycle 03	Apr 29

May

Cycle 00	May 13
Cycle 01	May 23
Cycle 02	May 26
Cycle 03	May 31

June

Cycle 00	Jun 15
Cycle 01	Jun 23
Cycle 02	Jun 27
Cycle 03	Jun 30

July

Cycle 00	Jul 15
Cycle 01	Jul 22
Cycle 02	Jul 26
Cycle 03	Jul 29

August

Cycle 00	Aug 15
Cycle 01	Aug 23
Cycle 02	Aug 26
Cycle 03	Aug 31

September

Cycle 00	Sep 15
Cycle 01	Sep 23
Cycle 02	Sep 26
Cycle 03	Sep 30

October

Cycle 00	Oct 14
Cycle 01	Oct 21
Cycle 02	Oct 26
Cycle 03	Oct 31

November

Cycle 00	Nov 15
Cycle 01	Nov 23
Cycle 02	Nov 28
Cycle 03	Nov 30

December

Cycle 00	Dec 15
Cycle 01	Dec 23
Cycle 02	Dec 27
Cycle 03	Dec 30

- **Cycle 00 = BHP Cycle** (M0C71111—approximately 15th of the month—adjust backward if on holiday or weekend)
- **Cycle 01 = Invoicing Cycle 1** (M1A71111—approximately 23rd of the month, adjust if on holiday or weekend—must run after payroll day 4 completes (Gap 34 runs on payroll day 4, which feeds the State Share and Insurance Reconciliation processes that run the same days as Invoicing Cycle 1)
- **Cycle 02 = Invoicing Cycle 2** (M2A71111—approximately 26th of the month—adjust if on holiday or weekend)
- **Cycle 03 = Invoicing Cycle 3** (M3A71111—last work day of the month—adjust if on holiday or weekend)

Note: Check the job instructions for M1A, M2A, M3A71111 for more information on the timing of these jobs as they relate to payroll runs.

2016 Schedule for Higher Education to Download Billing File

Jobs M2371111 and M2471111

Updated 11/13/2015

Files are available around 10:00pm on the download date.

<u>Run-Date</u>	<u>Download</u>
01/15/2016	01/15/2016
01/26/2016	01/26/2016
02/12/2016	02/12/2016
02/26/2016	02/26/2016
03/15/2016	03/15/2016
03/28/2016	03/28/2016
04/15/2016	04/15/2016
04/26/2016	04/26/2016
05/13/2016	05/13/2016
05/26/2016	05/26/2016
06/15/2016	06/15/2016
06/27/2016	06/27/2016
07/15/2016	07/15/2016
07/26/2016	07/26/2016
08/15/2016	08/15/2016
08/26/2016	08/26/2016
09/15/2016	09/15/2016
09/26/2016	09/26/2016
10/14/2016	10/14/2016
10/26/2016	10/26/2016
11/15/2016	11/15/2016
11/28/2016	11/28/2016
12/15/2016	12/15/2016
12/27/2016	12/27/2016

M2471111 runs on the same days as Cycle 0 (BHP—M0C71111)

M2371111 runs on the same days as Invoicing Cycle 2 (M2A71111)

Prevent Insurance Reconciliation Problems

PAY1 System

- When enrolling subscribers, enroll in screen order (A.01, A.41, A.43, A.44). Jumping back and forth creates extra history records, which may cause insurance premiums to back out and re-bill incorrectly, and may create multiple carrier notifications.
- Once you have terminated or transferred an employee out of your agency in the PAY1 system, you are no longer able to make changes to that record. If you receive a request from the employee for changes, send a [FUZE](#) message to PEBB Outreach and Training for record updates.