

INT006 - Insurance Changes

Client Name: AZ PSPRS	Import Name: INT006 – Insurance Changes
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1. Contact Information

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2. Document Change Log

Version	Date	Change Description	Author
1	7/15/2023	Initial Spec for Employers	PSPRS

3. Overview

The purpose of this import file is to notify PSPRS of new retirees/survivors' enrollment into employer sponsored health insurance plans and update coverages for the entities with existing enrollments to establish proper pension premium deductions and health subsidy benefit allowances. The import will contain demographic information, plan selection information and dependent information which will be loaded into the system to trigger a new enrollment or to update an existing enrollment.

This import will be run on an ad-hoc basis and will provide validations at the detail level, for the user to make updates prior to releasing the import.

4. Import Details

File/Field Format	<p>Record Format: Must be in .xlsx (Excel)</p> <p>Date Format: MMDDYYYY</p> <ul style="list-style-type: none"> • Ensure that the leading zero is populated for month(s) where applicable • i.e., Jan 1 2024 would be 01012024 <p>SSN Format: Must be 9 digits long</p> <ul style="list-style-type: none"> • (Ensure the excel cell in “Text” format if there is a leading zero so that it populates) <p>Premium Amount(s) Format: Must be 9 digits long (any # shorter than 9 digits will need leading zeros</p> <ul style="list-style-type: none"> • Example: “5050.12” must be entered in the file as “000505012” The last two digits in the premium amount is the cents (do not use a decimal)
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5. File Layout Detail

The Employer only needs to submit files for members for **new enrollments** or **where there has been a change**, HOWEVER, if the Employer does include the Member in the file, then the Employer MUST include ALL dependents as well, even if no change has taken place for those dependents.

- If an Employer reports one dependent and leaves another dependent off of the file, the system will remove the dependent that was omitted.

File uses transaction code structure for each record row being reported. The Column Fields order will be dependent on the Transaction Code being reported for the record row.

- For example, if record row is reporting transaction code R1, Column D will be “Date of Action”, however if the Transaction code is 03, Column D will be “Medical Election.”
- The Transaction Code will always be column A, each row will have a transaction code, therefore rows will have different information in their columns (columns are not static but dynamic based on transaction code for the respective row)

The Employer must provide all R1, 03, and 06 data in one file.

- You may not submit one file for R1, another file for 03, and another file for 06.
- You may not have multiple tabs/sheets in the excel file (all information will be in the same file and same tab)

The Employer may order the ROWS however they wish.

- For example, The Employer may group all three records together by Member.
 - R1 (Member 1)

- 03 (Member 1)
- 06 (Member 1)
- R1 (Member 2)
- 03 (Member 2)
- 06 (Member 2)
- OR the Employer can group the records by record type:
 - R1 (Member 1)
 - R1 (Member 2)
 - 03 (Member 1)
 - 03 (Member 2)
- Or any other order as long as all information is provided in the file.

6. Detail Record

#	Column Name	Length	Data Type	GUI Field Name	Required	Sample	Conditional Logic
R1 Record Layout							
Event Date = Import Run Date							
Column A	Transaction Code	2	VARCHAR	Transaction Code	Y	R1	N/A
Column B	SSN	9	NUMERIC	SSN	Y	684434593	N/A
Column C	Filler	1	N/A	N/A	N	N/A	N/A
Column D	Date of Action	8	DATE	Event Date	Y	05142023	N/A
Column E	Filler	3	VARCHAR	N/A	N	N/A	N/A
Column F	Last Name	30	VARCHAR	Last Name	Y	David	N/A
Column G	First Name	20	VARCHAR	First Name	Y	Bob	N/A
Column H	Middle Name	20	VARCHAR	Middle Name	N	Tim	N/A
Column I	Gender Code	1	VARCHAR	Gender	Y	F M	N/A

#	Column Name	Length	Data Type	GUI Field Name	Required	Sample	Conditional Logic
Column J	Birth Date	8	DATE	Date of Birth	Y	05141997	N/A
Column K	Filler	8	VARCHAR	N/A	N	N/A	N/A
Column L	Filler	30	VARCHAR	N/A	N	N/A	N/A
Column M	Filler	60	VARCHAR	N/A	N	N/A	N/A
03 Record Layout							
Note (Columns Y – AB): If there is a change to a plan, the Employer must provide a new effective date. (The Effective dates will be used to trigger QLE) <ul style="list-style-type: none"> Effective Date: 1st of the Month of reported Effective Date if reported Date = 1st of the month. Else, Effective Date = 1st of the following month. <ul style="list-style-type: none"> If the Effective Date is 1/1/2023 in the file, then system will have an Effective date of 1/1/2023. If the Effective Date is 1/2/2023 in the file, then system will have an Effective date of 2/1/2023. PSPRS will not prorate premiums or provide partial subsidies. 							
Column A	Transaction Code	2	VARCHAR	Transaction Code	Y	03	N/A
Column B	Retiree SSN	9	NUMERIC	SSN	Y	463645464	N/A
Column C	Filler	1	VARCHAR	N/A	N		N/A
Column D	Medical Election	1	VARCHAR	Coverage Group	N	S – Single F - Family	N/A
Column E	Medical Tier	2	VARCHAR	Coverage Tier	Conditional	01 – single no medicare 02 – family no medicare 03- single with medicare 04-family medicare (all medicare) 05- family one with medicare 06- family 2 or more medicare	Conditional, If 'Medical Election' is NOT NULL, then Medical Tier is required

#	Column Name	Length	Data Type	GUI Field Name	Required	Sample	Conditional Logic
Column F	Medical Premium Amount	9	NUMERIC	Medical Premium	Conditional	000001567	Conditional, If 'Medical Election' is NOT NULL, then Medical Premium Amount is required
Column G	Medical Pension Deduct	1	VARCHAR	No Deduct	Conditional	N = no Y = yes	Conditional, If 'Medical Election' NOT NULL, then Medical Pension Deduct is required.
Column H	Dental Election	1	VARCHAR	Coverage Group	N	S = single F = family	N/A
Column I	Dental Premium Amount	9	NUMERIC	Dental Premium	Conditional	000005050	Conditional, If 'Dental Election' is NOT NULL, then Dental Premium Amount is required
Column J	Dental Pension Deduct	1	VARCHAR	No Deduct	Conditional	Y = yes N = no	Conditional, If 'Dental Election' is NOT NULL, then Dental Pension Deduct is required
Column K	Vision Election	1	VARCHAR	Coverage Group	N	S = single F = family	N/A
Column L	Vision Premium Amount	9	NUMERIC	Vision Premium	Conditional	000002550	Conditional, If 'Vision Election' is NOT NULL, then Vision Premium Amount is required.
Column M	Vision Pension Deduct	1	VARCHAR	No Deduct	Conditional	N = no Y = yes	Conditional, If 'Vision Election' is NOT NULL, then Vision Pension Deduct is required
Column N	Pharmacy Election	1	VARCHAR	Coverage Group	N	S = single F = family	N/A
Column O	Pharmacy Premium Amount	9	NUMERIC	Pharmacy Premium	Conditional	000001550	Conditional, If 'Pharmacy Election' is NOT NULL, then Pharmacy Premium Amount is required
Column P	Pharmacy Pension Deduct	1	VARCHAR	No Deduct	Conditional	N = no Y = yes	Conditional, If 'Pharmacy Election' NOT NULL, then Pharmacy Pension Deduct is required
Column Q	Medical Plan Code	12	VARCHAR		Conditional	UNER example – employer's plan code If ER wishes they may use their own internal	Conditional, If 'Medical Election' is NOT NULL, OR 'Medical Termination Date' is NOT NULL, then Medical Plan Code is required

						code or enter "Medical" as a description	
#	Column Name	Length	Data Type	GUI Field Name	Required	Sample	Conditional Logic
Column R	Medical Plan Group	1	VARCHAR		Conditional	A = Active C = Cobra R = Retiree	Conditional, If 'Medical Election' is NOT NULL, then Medical Plan Group is required.
Column S	Dental Plan Code	12	VARCHAR		Conditional	DLDR example – employer's plan code If ER wishes they may use their own internal code or enter "Dental" as a description	Conditional, If 'Dental Election' is NOT NULL OR If 'Dental Termination Date' is NOT NULL, then Dental Plan Code is required
Column T	Dental Plan Group	1	VARCHAR		Conditional	A = active C = Cobra R = Retiree	Conditional, If 'Dental Election' NOT NULL, then Dental Plan Group is required
Column U	Vision Plan Code	12	VARCHAR		Conditional	employer's plan code If ER wishes they may use their own internal code or enter "Vision" as a description	Conditional, If 'Vision Election' is NOT NULL, OR If 'Vision Termination Date' is NOT NULL, then Vision Plan Code is required
Column V	Vision Plan Group	1	VARCHAR		Conditional	A = active C = Cobra R = Retiree	Conditional, If 'Vision Election' is NOT NULL, then Vision Plan Group is required
Column W	Pharmacy Plan Code	12	VARCHAR		Conditional	employer's plan code If ER wishes they may use their own internal code or enter "Pharmacy" as a description	Conditional, If 'Pharmacy Election' is NOT NULL OR If 'Pharmacy Termination Date' is NOT NULL, then Pharmacy Plan Code is required.
Column X	Pharmacy Plan Group	1	VARCHAR		Conditional	A = active C = Cobra R = Retiree	Conditional, If 'Pharmacy Election' NOT NULL, then Pharmacy Plan Group is required.
Column Y	Medical Effective Date	8	DATE	Coverage Effective Date	Conditional	01012023	Conditional, If 'Medical Election' NOT NULL, then Medical Effective Date is required.

#	Column Name	Length	Data Type	GUI Field Name	Required	Sample	Conditional Logic
Column Z	Dental Effective Date	8	DATE	Coverage Effective Date	Conditional	01012023	Conditional, If 'Dental Election' is NOT NULL, then Dental Effective Date is required.
Column AA	Vision Effective Date	8	DATE	Coverage Effective Date	Conditional	01012023	Conditional, If 'Vision Election' is NOT NULL, then Vision Effective Date is required.
Column AB	Pharmacy Effective Date	8	DATE	Coverage Effective Date	Conditional	01012023	Conditional, If 'Pharmacy Election' NOT NULL, then Pharmacy Effective Date is required.
Column AC	Medical Termination Date	8	DATE	Coverage Stop Date	N	04302023	N/A
Column AD	Dental Termination Date	8	DATE	Coverage Stop Date	N	04302023	N/A
Column AE	Vision Termination Date	8	DATE	Coverage Stop Date	N	04302023	N/A
Column AF	Pharmacy Termination Date	8	DATE	Coverage Stop Date	N	04302023	N/A
Column AG	Filler	12	N/A	N/A	N		N/A
Column AH	Filler	14	N/A	N/A	N		N/A

06 Record Layout

Note (Columns O – R):

If there is a change to a plan, the Employer must provide a new effective date. (The Effective dates will be used to trigger QLE)

- Effective Date: 1st of the Month of reported Effective Date if reported Date = 1st of the month. Else, Effective Date = 1st of the following month.
 - If the Effective Date is 1/1/2023 in the file, then system will have an Effective date of 1/1/2023.
 - If the Effective Date is 1/2/2023 in the file, then system will have an Effective date of 2/1/2023.
- PSPRS will not prorate premiums or provide partial subsidies.

#	Column Name	Length	Data Type	GUI Field Name	Required	Sample	Conditional Logic
Column A	Transaction Code	2	VARCHAR	Transaction Code	Y	06	
Column B	Retiree SSN	9	NUMERIC	Member SSN	Y	325643533	
Column C	Filler	1	N/A	N/A	N	N/A	
Column D	Dependent SSN	9	NUMERIC	Dependent SSN	Conditional	674532456	Conditional, If Transaction Code = 06, then required
Column E	Dependent Last Name	30	VARCHAR	Dependent Last Name	Conditional	JACOB	Conditional, If Transaction Code = 06, then required
Column F	Dependent First Name	20	VARCHAR	Dependent First Name	Conditional	DANIEL	Conditional, If Transaction Code = 06, then required
Column G	Dependent Middle Name	20	VARCHAR	Dependent Middle Name	N	TOM	N/A
Column H	Dependent Birth Date	8	DATE	Dependent Date of Birth	Conditional	05012010	Conditional, If Transaction Code = 06, then required
Column I	Relationship Code	1	VARCHAR	Relation	Conditional	S, C, O, R S= spouse C= child O = other R = retiree	Conditional, If Transaction Code = 06, then required
Column J	Gender Code	1	VARCHAR	Gender	Conditional	F M	Conditional, If Transaction Code = 06, then required
Column K	Medical Covered	1	VARCHAR		Conditional	Y N	Conditional, If Transaction Code = 06, then required
Column L	Dental Covered	1	VARCHAR		Conditional	Y N	Conditional, If Transaction Code = 06, then required
Column M	Vision Covered	1	VARCHAR		Conditional	Y N	Conditional, If Transaction Code = 06, then required
Column N	Pharmacy Covered	1	VARCHAR		Conditional	Y N	Conditional, If Transaction Code = 06, then required

#	Column Name	Length	Data Type	GUI Field Name	Required	Sample	Conditional Logic
Column O	Dep Medical Effective	8	DATE	Coverage Effective Date	Conditional	05012022	Conditional, Required if 'Medical Covered' = Y
Column P	Dep Dental Effective	8	DATE	Coverage Effective Date	Conditional	05012022	Conditional, Required if 'Dental Covered' = Y
Column Q	Dep Vision Effective	8	DATE	Coverage Effective Date	Conditional	05012022	Conditional, Required if 'Vision Covered' = Y.
Column R	Dep Pharmacy Effective	8	DATE	Coverage Effective Date	Conditional	05012022	Conditional, Required if 'Pharmacy Covered' = Y.
Column S	Medicare Indicator	1	VARCHAR	Medicare Status	Conditional	A, B, C, D, E	Conditional, If Transaction Code = 06, then required.
Column T	Filler	62	N/A	N/A	N	N/A	N/A

7. Field Values

The Attached Excel is a reference to the required field values for each record type.



Field Values.xlsx

8. Example File

The attached is an example of what the file will look like, however, because this file is dynamic based on the transaction code (R1, 03, 06) your files may appear different than what is provided in the example.



ER Health File
Example.xlsx