CHAPTER 12 — AUTOMATED MONTHLY REPORTING

This chapter is for employers who have elected to submit health Insurance reports to ETF via diskette.

Future Automated Health Insurance Reporting Application

As part of an initiative to fully automate the health insurance enrollment process and premium payment system in the future, ETF hopes to unveil a new Automated Health Insurance Reporting Application. The new application is likely to be Web based and, unlike the current application, should operate on all recent and future Windows platforms. In addition, and also in contrast to the current reporting application, ETF will provide a full range of tech support for the new application. However, it must be noted that an updated application is still in the early design stage, the extent of the automation is unknown at this time, and the actual rollout date remains uncertain.

It is also possible that rising health care costs may lead to contractual or legislative changes to the health insurance program requiring new premium structures and reporting requirements beyond the functionality of the current application. With this in mind, ETF plans to issue annual update diskettes for the current application until a new reporting system is available or until health insurance reporting requirements outstrip the features of the current application. Consequently, ETF may not be able to provide updates to the current application in Plan Year 2006 or 2007 if a new reporting system is not available at that time. In the event ETF is unable to provide a replacement system before suspension of the current Automated Health Insurance Reporting Application, we will make every attempt to provide as much notice as possible to allow you time to develop an internal process.

ETF is excited to begin the challenge of review and redesign of the existing health process with an eye toward more efficient enrollment and simplified monthly premium reporting. ETF will continue to communicate the progress of any changes to the existing health process to all employers participating in the Group Health Insurance Program.

This application was developed for use on a stand-alone, IBM-Compatible personal computer, running Microsoft Windows 3.1 or Windows for Workgroups 3.11, in standard VGA mode (640 x 480 pixels, 256 colors), with at least 8 MB of RAM and at least 25 MB of space available on drive C. While the application can be run in different environments, such as Microsoft Windows 95, Windows NT 3.51 or 4.0, IBM OS/2 Warp, or running Windows installed on a network, it may be more difficult to install and maintain without expert assistance.

1201 Introduction
1202 Install Procedures
1203 Reporting to ETF
1204 A Few Tips Before Beginning
1205 Icons
1206 Main Screen
1207 Coverage Entry Screen for Active Employees
1201 Introduction

This system was designed to provide employers with an efficient means of reporting the activity of employees participating in the Group Health Insurance Program. In addition, this system has been developed to assist employers in the integration of reporting and financial systems. Use of this automated system enables the Department of Employee Trust Funds to develop and maintain an accurate and up-to-date database that ensures that employees receive their desired health insurance coverage upon request.

Employers continue to receive samples of any form revisions, as well as the yearly premium and carrier Summary and Monthly Coverage Report updates. On an annual basis, employers receive a diskette containing the next year's carrier and premium changes.

All Carrier Advance Registration Copies of Health Insurance Applications and the Carrier Copies of the Health Insurance Information Change and Transfer forms should be submitted to ETF as soon as possible prior to the anticipated effective date. This enables ETF to pre-audit enrollment data prior to the effective date which decreases the number of premium adjustments made. In addition, once this information is entered into the database it will be used to verify the number and type of contracts reported for each carrier.

1202 Install Procedures

A. Instructions for installing the application on a stand-alone PC running Windows 3.1 or Windows for Workgroups 3.11.
   1. Start Windows and close all other applications except the program manager.
   2. Insert Disk 1 into drive A (or drive B).
   3. Choose Run from the File menu in the Windows Program Manager.
   4. Type a:\setup (or b:\setup) then choose OK.
   5. A screen will display asking whether to install or uninstall the program. Choose Next.
   6. A screen will display showing the setup options. Choose Next.
   7. Check the box in front of “ETF Health Reports.” Choose Next.
   8. Follow the directions on the screen to load the remaining program diskettes.
9. After choosing Finish at the end of the set-up procedure, remove the last diskette from the drive. Store the diskettes in a safe place.

B. Instructions for installing the application on a stand-alone PC running Windows 95.
   1. Insert Disk 1 into drive A (or drive B).
   2. Click on Start.
   3. Choose Run.
   4. Type a:\setup (or b:\setup) then choose OK.
   5. A screen will be displayed asking whether to install or uninstall the program. Choose Next.
   6. A screen will display showing the setup options. Choose Next.
   7. Check the box in front of “ETF Health Reports.” Choose Next.
   8. Follow the directions on the screen to load the remaining program diskettes.
   9. After choosing Finish at the end of the set-up procedure, remove the last diskette from the drive. Store the diskettes in a safe place.

C. Instructions for installing the application on a PC running Windows NT 3.51 or 4.0, IBM OS/2 Warp, or running Windows from a network.

Contact ETF, Division of Trust Finance and Employer Services, Financial Operations Section, for specific instructions for loading the application on computer. The files must be loaded to different directories than the default directories in the program. Additionally, changes must be to the ODBC.INI file and to the properties of the application icons.

1203 Reporting to ETF

A. On or before 4:30 p.m. of the designated due date, usually the 20th of the month preceding the coverage effective date, submit the following:
   1. Payment and/or applicable payment documentation. Employers who elect to utilize the Premium Payment Screen, will not need to submit a photocopy of the check or a check stub. Otherwise, include a photocopy of the check and check stub.
   2. Paper copies of the following Reports until ETF begins electronic reporting to the carriers:
      NOTE: Samples and explanations of these Reports are included in Subchapter 1216.
      a. The "Local Health Insurance - Individual Carriers" generated for each carrier for whom contracts have been identified.
      b. The "Local Health Insurance – Adjustments." The Carrier plies of the Health Insurance Applications should be attached to the Adjustment Report(s).
      c. The "Local Health Insurance - Standard Totals," gives the total employee/employer share and the adjustment amount of the premiums collected for all contracts administered by ETF's ASO Contractor.
      d. The "Local Health Insurance - Alternate Totals," gives the total employee/employer share and the adjustment amount of the premiums collected for all HMO Contracts reported.
      e. The "Local Health Insurance - Grand Totals."
      NOTE: If you are also reporting Contracts for Employer Paid Annuitants, you
will also need to generate the following Reports:

f. The "Local Employer Paid Annuitant Health Insurance - Individual Carriers" generated for each Carrier for whom Contracts have been identified.

g. The "Local Employer Paid Annuitant Health Insurance – Adjustments." The carrier plies of the Health Insurance Applications should be attached to the Adjustment Report(s).

h. The "Local Employer Paid Annuitant Health Insurance - Alternate Totals," gives the total employee/employer share and the adjustment amount of the premiums collected for all HMO Contracts reported.

i. The "Local Employer Paid Annuitant Health Insurance - Standard Totals," gives the total employee/employer share and the adjustment amount of the premiums collected for all contracts administered by ETF's ASO Contractor.

j. The "Local Employer Paid Annuitant Health Insurance - Grand Totals."

3. The ETF plies of forms used in reporting any contract changes.

B. Technical questions about the Automated Monthly Health Insurance Reporting System can be directed to ETF staff at (608) 266-0728. Questions concerning how to generate monthly health insurance reports using the Automated Monthly Health Insurance Reporting System can be directed to ETF staff at (608) 266-2737.

1204 A Few Tips Before Beginning

A. Data must be entered in either the white areas of the Coverage Entry Screen or the shaded areas of the Adjustment or Premium Payment Entry Screen.

B. Menu Options are accessed by using either the Mouse or by pressing the Ctrl key and the first letter of the Option selected.

EXAMPLE: To activate the Print Option, hold down the Ctrl key while pressing p.

C. Function Buttons identified within this application can be accessed by using either the Mouse or by pressing the Alt key and the first letter of the Function selected.

EXAMPLE: To activate the Adjustment Function (Alt Button) from the Coverage Entry Screen, hold down the Alt key while pressing a. To activate the Return Function (Return Button) in the Adjustment Entry Screen, hold down the Alt key while pressing r.

D. To return to a previous data entry field, hold down the Shift key while pressing the Tab key.

E. After data has been entered on a screen, SAVE that data before going to the next screen.

1. SAVE after entering each record within the Adjustment Entry Screen.

2. SAVE each updated Coverage Entry Screen by clicking on the Save function in the Menu Bar.
F. Do not rely on these instructions or the Application Diskettes to answer questions concerning enrollment, eligibility requirements or procedures.

1205 Icons

As a Local Employer, the following Icons will automatically appear once this Application has been installed: The Local Coverage Icon, the Local Annuitant Coverage Icon, and the Premium Payment Icon.

ETF Automated Monthly Health Insurance Reporting System.

Local Coverage  Opens the Coverage Entry Screen and allows entry of the monthly coverage information by carrier for your current employees.

Local Annuitant Coverage  Opens the Coverage Entry Screen and allows entry of the monthly coverage information by carrier for your retired employees whose health insurance coverage is being paid from accumulated sick leave.

If you do not report Local Employer Paid Annuitant Contracts, this icon can be deleted. To delete this icon, single click on the Local Annuitant Coverage icon (which will highlight the icon). Press Delete. A window will pop up asking if you are sure that you want to delete the item. Press Enter.

NOTE: Contracts for your current employees cannot be entered in this icon.

Premium Payment  Opens the Payment Entry Screen and allows entry of payment information associated with the designated Monthly Coverage Reports.

1206 Main Screen

After you have collected and audited all of the health insurance data for the month, you will want to begin entering the individual Carrier information into the Automated Health Insurance Reporting Application. Coverage information will have to be entered separately for your current employees and your retired (employer paid annuitants) employees (See Subchapters 1207 and 1208). Once you have double clicked on the Local Coverage Icon the following Main Screen will appear.
The Main Menu for Local Health Coverage Entry System

Menu names on the menu bar:

File   New, Open, Delete, Close, Print, and Save commands.

View   Toolbars and Date and Time commands.

Options   Roll Forward, Import Master File, ETF Export, Import Employer Data, and Backup commands.

The following is a brief description of the commands found under each of the menu bar names listed above.

File, New   Also accessed by clicking New on the button bar. If New is selected data must be entered into the following fields: Coverage Month, Coverage Year, EIN, Agency No., Group No. and Carrier Suffix.

File, Open   Also accessed by clicking Open on the button bar. If Open is selected, a Pop-Up Window will appear indicating the Coverage Month, the current Coverage Year, EIN, Agency No. and Group No. of previous reporting months. (See the Subchapter 610 for a description of this Pop-Up Window.)

File, Delete   Deletes the current record shown on the Coverage Entry screen. If no record is showing, none is deleted. To delete all of the records for a given Coverage Month, each carrier must be displayed and deleted, one at a time.

File, Close   Also accessed by clicking Close on the button bar. Closes the Automated
Health Insurance program. Any changes to the screen must be saved before closing, otherwise, the changes will be lost.

File, Print  Also accessed by clicking Print on the button bar. Opens the Print screen. (The Print command will be discussed later.)

File, Save  Also accessed by clicking Save on the button bar. Saves all changes in the Coverage Entry screen. When the Save command is activated, a beep can be heard, and the message “Record Saved” is briefly displayed in the lower, left corner of the program screen.

View, Toolbars  Allows the toolbar (the buttons below the menu bar) to be moved to other areas on the screen; or remove it from view completely.

View, Date and Time  Removes the date and time display from the lower, right corner of the screen. It will re-appear when clicked on again.

Options, Roll Forward  Creates the coverage entry screens for each carrier for next month's reports. The contract counts and employer/employee splits are carried forward automatically.

Options, Import Master Files  Used to import new carrier names, new carrier rates, and/or new employer names into the application. Detailed instructions will accompany the diskette containing the update information.

Options, ETF Export  Also accessed by clicking ETF Export on the button bar. Exports data for a given coverage month and year to a floppy disk. Two files are created: loc_cov.dbf and loc_adj.dbf.

Options, Import Employer Data  May be used by employers with more than one agency number or group number. Imports health insurance data from a floppy disk containing the files created by the ETF Export function.

Options, Backup  Backs up and reorganizes two files containing the health insurance database information: etf.db and etf.log. A copy of these files is placed in the root directory of drive C.
1207 Coverage Entry Screen for Active Employees

This screen allows users to enter/edit/print Coverage records.

**Buttons:**

- **Next** Selects the next Coverage Entry Screen containing data for a particular carrier which had been entered and saved. If the **Next** Button is not used to select the next carrier's Coverage Entry Screen, that button will become disabled until the Coverage Month is again accessed through the Coverage Pop-up Window.

- **Prev** Selects the previous Coverage Entry Screen containing the data for a particular carrier which had been entered and saved. If the **Prev** (Previous) Button is not used to select the previous carrier's Coverage Entry Screen, that button will become disabled until the Coverage Month is again accessed through the Coverage Pop-up Window.

- **Adj** Opens the Adjustment Screen.
**Fields:**

**Coverage Month**  
Required  
Insert the Coverage month (01-12), then press **ENTER**.

**Coverage Year**  
Required  
Insert the Coverage year (YYYY), then press **ENTER**.

**EIN**  
Required  
Insert the last seven digits of your Employer Identification Number (EIN). If your EIN is 69-036-1234-000, type 1234000, then press **ENTER**.

**Agency No.**  
Required  
Insert your six-digit Agency number, and press **ENTER**.

**Group No.**  
Required  
Insert your five-digit Group Number, and press **ENTER**.

**Employer Name**  
Displayed  
Corresponds to the inserted **EIN**.

**Carrier Suffix**  
Required  
Insert the applicable carrier code, and press the **TAB** key.

**Carrier Name**  
Displayed  
Corresponds to the inserted **Carrier Suffix**.

**Sngl Last MT**  
Required  
Total of last month's Single Contracts.

**Sngl Adds**  
Displayed  
Total of Single Contracts entered as Additions on the Coverage Entry Adjustment Screen.

**Sngl Dels**  
Displayed  
Total of Single Contracts entered as Deletions on the Coverage Entry Adjustment Screen.

**Sngl Chgs To**  
Displayed  
Total of Single Contracts entered as Changes To on the Coverage Entry Adjustment Screen.

**Sngl Chgs From**  
Displayed  
Total of Single Contracts entered as Changes From on the Coverage Entry Adjustment Screen.

**Sngl Total**  
Displayed  
Total Single Contracts. (Once SAVED and the **Roll Forward** Function activated, this **Total** will become the next month's beginning Contracts.)

**Sngl Prem Amts**  
Displayed  
Total premiums reported for Single Contracts.

**Fmly Last MT**  
Required  
Total of last month’s Family Contracts.

**Fmly Adds**  
Displayed  
Total of Family Contracts entered as Additions on the Coverage Entry Adjustment Screen.
<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fmly Del</td>
<td>Displayed</td>
<td>Total of Family Contracts entered as Deletions on the Coverage Entry Adjustment Screen.</td>
</tr>
<tr>
<td>Fmly Chgs To</td>
<td>Displayed</td>
<td>Total of Family Contracts entered as Changes To on the Coverage Entry Adjustment Screen.</td>
</tr>
<tr>
<td>Fmly Chgs From</td>
<td>Displayed</td>
<td>Total of Family Contracts entered as Changes From on the Coverage Entry Adjustment Screen.</td>
</tr>
<tr>
<td>Fmly Total</td>
<td>Displayed</td>
<td>Total Family Contracts. (Once SAVE and the Roll Forward Function activated, this Total will become the next month’s beginning Contracts.)</td>
</tr>
<tr>
<td>Fmly Prem Amts</td>
<td>Displayed</td>
<td>Total premiums for Family Contracts reported for the designated Coverage Month.</td>
</tr>
<tr>
<td>Prem Sub Total</td>
<td>Displayed</td>
<td>Sub-Total of this Carrier’s premium amount.</td>
</tr>
<tr>
<td>Adjustment</td>
<td>Displayed</td>
<td>Total Premium Adjustment amount for this Carrier for the designated Coverage Month.</td>
</tr>
<tr>
<td>Total Contracts</td>
<td>Displayed</td>
<td>Total of Contracts reported for this Carrier for the designated Coverage Month.</td>
</tr>
<tr>
<td>Employee Share</td>
<td>Required</td>
<td>Insert the Total Employee Share for the Contracts reported for the designated Coverage Month for this Carrier. This amount should include the Employee Share of any Adjustments reported for this Carrier for the designated Coverage Month.</td>
</tr>
<tr>
<td>Employer Share</td>
<td>Required</td>
<td>Insert the Total Employer Share for the Contracts reported for the designated Coverage Month for this Carrier. This amount should include the Employer Share of any Adjustments reported for this Carrier for the designated Coverage Month.</td>
</tr>
<tr>
<td>Total</td>
<td>Displayed</td>
<td>Sum of Employer and Employee Share amounts, including the Adjustment amounts for this Carrier for the designated Coverage Month.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NOTE: If this Total does not equal of the sum of the inserted Employee and Employer Shares, a warning will appear.</td>
</tr>
<tr>
<td>Grand Total</td>
<td>Displayed</td>
<td>Accumulated total of Contracts reported for the designated Coverage Month.</td>
</tr>
<tr>
<td>Total Remit</td>
<td>Displayed</td>
<td>Total amount payable to ETF for all reported Health Insurance Contracts for the designated Coverage Month.</td>
</tr>
</tbody>
</table>
1208 Coverage Entry Screen for Employer-Paid Annuitants

A. If you report Coverage for your retired employees who are classified as Employer-Paid Annuitants, those Contracts must be entered by accessing the Local Annuitant Coverage Icon. Double Click on the Local Annuitant Coverage Icon. The following Main Menu will appear. The menu names on the menu bar are the same as used for active employees in Subchapter 1207.

This application was developed for use on a stand-alone, IBM-Compatible personal computer, running Microsoft Windows 3.1 or Windows for Workgroups 3.11, in standard VGA mode (640 x 480 pixels, 256 colors), with at least 8 MB of RAM and at least 25 MB of space available on drive C. While the application can be run in different environments, such as Microsoft Windows 95, Windows NT 3.51 or 4.0, IBM OS/2 Warp, or running Windows installed on a network, it may be more difficult to install and maintain without expert assistance.

B. The following Screen allows employers to enter/edit/print Coverage information for retired employees who are classified as Employer Paid Annuitants.

NOTE: Retired employees health insurance premium rates may be at the Medicare Rate in the event the annuitant is eligible for Medicare. (See Subchapter 606 entitled Employer Paid Annuitant Medicare Reporting Requirements.) If a retired employee is not eligible for Medicare, their Contract information should be entered as either Single Coverage or Family Coverage.

C. Double clicking on either New or Open will activate a Coverage Entry Screen.
This screen allows users to enter/edit/print coverage reports

The Buttons and Fields in Subchapter 1207 are the same for Annuitants. In addition, the following fields appear:

Fields:

- **Med 1 Sngl Last MT**
  - Required
  - Total of last month's Med 1 Single Contracts.

- **Med 1 Sngl Adds**
  - Displayed
  - Total number of Med 1 Single Contracts entered as additions on the Adjustment Entry Screen.

- **Med 1 Sngl Dels**
  - Displayed
  - Total number of Med 1 Single Contracts entered as deletions on the Adjustment Entry Screen.

- **Med 1 Sngl Chgs To**
  - Displayed
  - Total number of Med 1 Single Contracts entered as Change To on the Coverage Entry Adjustment Screen.

- **Med 1 Sngl Chgs From**
  - Displayed
  - Total number of Med 1 Single Contracts entered as Changes From on the Coverage Entry Adjustment Screen.
<table>
<thead>
<tr>
<th>Column</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med 1 Sngl Total</td>
<td>Displayed</td>
<td>Total number of Med 1 Single Contracts. Once SAVED and the Roll Forward Function activated, this Total will become the next month's beginning Contracts.</td>
</tr>
<tr>
<td>Med 1 Sngl Prem Amts</td>
<td>Displayed</td>
<td>Total premiums for Med 1 Single Contracts.</td>
</tr>
<tr>
<td>Med 2 Fmly Last MT</td>
<td>Required</td>
<td>Total number of last month's Med 2 Family Contracts.</td>
</tr>
<tr>
<td>Med 2 Fmly Adds</td>
<td>Displayed</td>
<td>Total number of Med 2 Family Contracts entered as additions on the Coverage Entry Adjustment Entry Screen.</td>
</tr>
<tr>
<td>Med 2 Fmly Dels</td>
<td>Displayed</td>
<td>Total number of Med 2 Family Contracts entered as deletions on the Adjustment Entry Screen.</td>
</tr>
<tr>
<td>Med 2 Fmly Chgs To</td>
<td>Displayed</td>
<td>Total number of Med 2 Family Contracts entered as Changes To on the Adjustment Entry Screen.</td>
</tr>
<tr>
<td>Med 2 Fmly Chgs From</td>
<td>Displayed</td>
<td>Total number of Med 2 Family Contracts entered as Changes From on the Adjustment Entry Screen.</td>
</tr>
<tr>
<td>Med 2 Fmly Total</td>
<td>Displayed</td>
<td>Total number of Med 2 Family Contracts. Once SAVED and the Roll Forward Function activated, this Total will become the next month's beginning Contracts.</td>
</tr>
<tr>
<td>Med 2 Fmly Prem Amts</td>
<td>Displayed</td>
<td>Total premiums for Med 2 Family Contracts.</td>
</tr>
<tr>
<td>Med 1 Fmly Last MT</td>
<td>Required</td>
<td>Total of last month's Med 1 Family Contracts.</td>
</tr>
<tr>
<td>Med 1 Fmly Adds</td>
<td>Displayed</td>
<td>Total number of Med 1 Family Contracts entered as additions on the Adjustment Entry Screen.</td>
</tr>
<tr>
<td>Med 1 Fmly Dels</td>
<td>Displayed</td>
<td>Total number of Med 1 Family Contracts entered as deletions on the Adjustment Entry Screen.</td>
</tr>
<tr>
<td>Med 1 Fmly Chgs To</td>
<td>Displayed</td>
<td>Total number of Med 1 Family Contracts entered as Changes To on the Adjustment Entry Screen.</td>
</tr>
<tr>
<td>Med 1 Fmly Chgs From</td>
<td>Displayed</td>
<td>Total number of Med 1 Family Contracts entered as Changes From on the Adjustment Entry Screen.</td>
</tr>
<tr>
<td>Med 1 Fmly Total</td>
<td>Displayed</td>
<td>Total of Med 1 Family Contracts. Once SAVED and the Roll Forward Function activated. This Total will become the next month's beginning Contracts.</td>
</tr>
</tbody>
</table>
Med 1 Fmly Prem Amts

Displayed Total premiums for Med 1 Family Contracts.

1209 Coverage Entry Adjustment Screen for Active and Retired Employees

This Screen allows users to enter or edit Adjustment records (Add, Change, Delete or Premium Only).

Buttons:

Insert
Opens fields to allow data-entry of adjustment information. A highlighted area and a Pull Down Arrow will automatically appear at the Adjustment Type field where your first entry must occur.

Delete
Deletes the entire selected adjustment record.

Save
Saves all adjustment records. A prompt will occur indicating that the information has been saved. This Save function pertains to the Save Button which is located between the Delete and Return Buttons.

Return
Returns to the Coverage Entry Screen and updates the Coverage Counts and Total amounts.

Fields:

Employer Name
Displayed Employer Name.
<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrier Name</td>
<td>Displayed</td>
<td>Carrier Name.</td>
</tr>
<tr>
<td>Adjustment Type</td>
<td>Required</td>
<td>Type a valid Adjustment Type, or click on the Pull Down Arrow to display applicable Adjustment Types via a Pull Down Window. (Only the codes appear; there was not ample room to include the descriptions.) Once the Adjustment Type has been typed, press the <strong>TAB</strong> key to proceed to the next data-entry field.</td>
</tr>
<tr>
<td>Enroll Type</td>
<td>Required</td>
<td>Insert a valid Employee Type, or click on the Pull Down Arrow to display applicable Employee Types via a Pull Down Window. (Only the codes appear; there was not ample room to include the descriptions.) Once the Employee Type has been inserted, press the <strong>TAB</strong> key to proceed to the next data-entry field.</td>
</tr>
<tr>
<td>Soc Sec Number</td>
<td>Required</td>
<td>Insert the employee’s Social Security Number without dashes, and press the <strong>TAB</strong> key to proceed to the next data-entry field.</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Required</td>
<td>Insert the Effective Date without slash marks for the indicated Adjustment Type. Dates must be entered as follows: MMDDYY. Once the Effective Date has been entered, press the <strong>TAB</strong> key to proceed to the next data-entry field.</td>
</tr>
<tr>
<td>Old Contract</td>
<td>Required</td>
<td>Insert the Old Contract Type Code in the case of a Change and/or Deletion Adjustment Entry. In the case of an Addition Adjustment Entry, a &quot;0&quot; will automatically appear in the Old Contract field. Insert an Old Contract Code or click on the Pull Down Arrow to display applicable Contract Types via a Pull Down Window. (Only the codes appear; there was not ample room to include the descriptions.) Once the Old Contract Type Code has been inserted, press the <strong>TAB</strong> key.</td>
</tr>
</tbody>
</table>
**New Contract**  
**Required**  
Insert the New Contract Type Code in the case of a **Change** and/or **Addition Adjustment Entry**. In the case of a **Deletion Adjustment Entry**, a "0" will automatically appear in the New Contract Type field.

Insert a New Contract Type or click on the Pull Down Arrow to display applicable Contract Types via a Pull Down Window. (Only the codes appear; there was not ample room to include descriptions.) Once the New Contract Type Code has been inserted, press the **TAB** key to proceed to the next data-entry field.

**Premium Adj Begin MT**  
**Required**  
(Used only if the adjustment starts before the current month.) Insert the Adjustment Begin Month, and Year in the following format: **MM/YY**. The slash will automatically appear. If the Adjustment is only for the current month, insert the month and year in this field and **TAB** through the Premium Adjustment End Month field.

**Premium Adj End MT**  
**Required**  
(Used only if the adjustment starts before the current month, and the adjustment is for more than one month.) Insert the Adjustment End Month, and year in the following format: **MM/YY**. The slash will automatically appear.

**Premium Adj Amount**  
**Required**  
Insert any premium adjustment amounts. (The default is zero.) When reporting a credit amount, a **negative sign** must appear first. For example, a refund would appear as "-192.14".

**Comments**  
**Required**  
Used to include the subscriber's name (type **Last name, first initial**), explanation of premium only adjustments, or information pertaining to spouse-to-spouse transfers, Additions and Deletions.

If the Adjustment is an **Addition Adjustment Entry**, insert the **Hire or Rehire Date**. If the adjustment is a **Deletion Adjustment Entry**, insert the **Birthdate** in this field.

**Add Total**  
**Displayed**  
Total number of Contracts indicated as Additions.

**Delete Total**  
**Displayed**  
Total number of Contracts indicated as Deletions.

**Change To Total**  
**Displayed**  
Total number of Contracts indicated as Changed To.

**Change From Total**  
**Displayed**  
Total number of Contracts indicated as Changed From.
Adj. Total  
Displayed  
Total dollar amount of all Adjustment Entries in which premium adjustments were entered.

1210  Entering Payment Information

A. Select the Premium Payment Icon in Program Manager - [ETF Health Reports] to open the Premium Payment Entry Screen and allow entry of payment information associated with the designated Monthly Coverage Reports.

B. The Main Menu for the Premium Payment Entry System is activated.

Menu names on the menu bar:

File  
New, Open, Delete, Close, Print, and Save commands.

View  
Toolbars and Date and Time commands.

Options  
Export Payment Data, Import Master Files, and Backup commands.

The following is a brief description of the commands found under each of the menu bar names listed above.

File, New...  
Also accessed by clicking New on the button bar. Opens the Premium Payment Entry screen and allows entry of new records. Used when an employer first begins using the automated system for detailing premium payment information.

File, Open...  
Also accessed by clicking Open on the button bar. If Open is selected, a Pop-Up Window will appear indicating the Coverage Month, the current Coverage Year, EIN, Agency No. and Group No. of previous reporting
months. (See E. of this Subchapter for a description of the Pop-Up
Window.)

File, Delete
Deletes the current record shown on the Premium Payment Entry screen. If
no record is showing, none is deleted.

File, Close
Also accessed by clicking Close on the button bar. Closes the Premium
Payment Entry System program. Any changes to the screen must be saved
before closing, otherwise, the changes will be lost.

File, Print...
Also accessed by clicking Print on the button bar. Opens the Print screen.
(See Subchapter 1212 on Print a complete description.)

File, Save
Also accessed by clicking Save on the button bar. Saves all changes in the
Premium Payment Entry screen. When the Save command is activated, a
beep can be heard, and the message “Record saved” is briefing displayed
in the lower, left corner of the program screen.

View, Toolbars
Allows the tool bar (the buttons below the menu bar) to be moved to other
areas on the screen, or even remove it from view completely.

View, Date and Time
Removes the date and time display from the lower, right corner of the
screen. It will re-appear when clicked on again.

Options, Export Payment Data
Also accessed by clicking ETF Export on the button bar. Exports data for
a given coverage month and year to a floppy disk. One file is created:
payment.dat. (See Subchapter 1211 on Export for a complete description.)

Options, Import Master Files
Used to import new carrier names, new carrier rates, and/or new employer
names into the application. Detailed instructions will accompany the
diskette containing the update information.

Options, Backup
Backs up and reorganizes two files containing the health insurance
database information: etf.db and etf.log. A copy of these files is placed in
the root directory of drive C.
C. Premium Payment Entry Screen

Screen allows users to enter/edit/print Premium Payment records.

**Buttons:**

- **Insert**
  Inserts a blank record and allows users to fill in the empty fields with premium payment information.

- **Delete**
  Removes the entire record from the database. Click anywhere between the fields of the record to highlight the entire record. Click the **Delete** button to remove the record.

- **Save**
  Saves keyed records to the database. Click on the **Save** button after each new record is added, and after making changes to any existing records. Save the current record before starting to work on a different record.

**Fields:**

- **Coverage Month**
  Required
  Insert the Coverage month (01-12), then press **ENTER**.

- **Coverage Year**
  Required
  Insert the Coverage year (YYYY), then press **ENTER**.

- **EIN**
  Required
  Insert the last seven digits of your Employer Identification Number (EIN). If your EIN is 69-036-1234-000 type 1234000, then press **ENTER**.
Agency No.  Required  Insert your six-digit Agency number, and press ENTER.

Group No.  Required  Insert your five-digit Group number, and press ENTER.

Employer Name  Displayed  Corresponds to the inserted EIN.

Transaction Date  Required  Enter the Transaction date of your choice. Dates must be entered as follows: MMDDYY. Do not enter the slashes. They will automatically appear.

Transaction Code  Required  Enter a Transaction code of your choice (i.e. check, payment voucher, etc.).


Identification Num.  Not Required  Enter your transaction Identification number (i.e., Check number, voucher number, etc.).

Batch Number  Not Required  Enter a Batch number, if applicable.

Payment Amount  Required  Enter the Total Payment amount.

Memo  Not Required  Enter a description of the payment.

Remit Total  Displayed  Carries forth the Remit Total of all of the Coverage Entry screens for the designated Coverage Month.

D. **Premium Payment Pop-Up Window** allows users to scroll through existing Premium Payment Records, highlighting the Record to be selected for entry or viewing.
The Payment Pop-Up Window is activated when clicking on the **Open Button in the Main Menu** of the Premium Payment Entry System.

**Buttons:**

- **Arrows**  
  Scrolls the Records forward or backward in EIN numerical order.

- **OK**  
  Opens the highlighted Records.

- **Cancel**  
  Exits the Payment Pop-Up Window.

### 1211 Export

A. This function extracts data for the given month from the health insurance database on your PC. Two files are copied to a diskette to be submitted to ETF. Local employers with annuitants must export files from the local coverage program and the local annuitant coverage program. All four files should be exported to a single floppy disk. These files will be uploaded to ETF’s Health Insurance Reporting System database.
B. To download your monthly coverage and adjustment information to a diskette for submission to ETF do the following:

1. Click on the ETF Export button, or select from the menu bar Options and select Export. The Export MM-YYYY Window will appear.

![Enter Export MM-YYYY](image)

2. Insert the Coverage Month containing the data you have selected to be exported in the Export Month field using the (01-12) format, press TAB and insert the Export Year (YYYY), then click on OK.

![Select Coverage File Name](image)

3. Insert a diskette into drive A (1.44MB High Density [HD] formatted for IBM). NOTE: The application automatically identifies the coverage data file loc_cov.dat or loc_acov.dat to be downloaded to drive A. Click on OK. The adjustment data file loc_adj.dat or loc_aadj.dat data will automatically be identified and downloaded to drive A after clicking on OK.

4. When the "ENTER EXPORT MM-YYYY" window disappears and the light on the Floppy Disk Drive goes out, your Monthly Coverage, Adjustment, and/or Payment information will have been copied to the diskette in drive A for delivery to ETF. NOTE: You have the option of downloading your files to different drives and directories.
A. Allows the user to select and print Coverage Reports and detailed Adjustment Reports. (Samples of these Reports are included in Subchapter 616.) The user will also be able to specify records to be printed and change the sort order. Users can view reports on-line, export the data to a file and/or print reports.

B. To activate the Print Function, do the following:
   1. Click on Print in the Menu Bar.
   2. A screen will appear that says "Report Selection." Use the Pull Down Arrow to select the Report to be printed. Once the Report has been highlighted and released it will display in the "Selected Report" field.
   3. A screen will appear which has the heading of the report selected. To be able to view the entire report, click on Display and select Preview Mode.
   4. To select specific reports to be printed:
      a. Click on Rows and select Filter. A Pop-Up Window will appear which has the heading "Specify Filter."
         b. Highlight and single click on the "coverage_month" within the Columns box. This will display within a data-entry window. Type "=" followed by the designated coverage month (MM). Type "and."
         c. Highlight and single click on the "coverage_year" within the Columns box. This will also display within the data-entry window. Type "=" followed by the designated coverage year (YYYY).
         d. The following should appear in the window "coverage_month = MM and coverage_year = YYYY". Click on OK.
            NOTE: You can filter using any category; this is the most common.
   5. IMPORTANT: To update the output to reflect the previously executed filtering function:
      a. Click on Display.
      b. Select Preview Mode.
      c. Click on Rows.
      d. Select Retrieve.
Completion of this process will ensure that only the information previously selected (Filtered) will be printed.

6. To execute the **Printing**, click on **File** and highlight **Print**.
7. To Close, click on **File** and highlight **Close**.

### 1213 Report Formatting

A. Allows the user to save the Coverage and Adjustment information previously identified within the filtering process of the **Print Function** into a different application (i.e., Excel, Lotus, Paradox, etc.).

B. To activate the **Formatting Function**, do the following:

1. Click on **Print** in the Menu Bar.
2. Select a **Report** using the Pull Down Arrow.
3. Click on **Rows**.
4. Select **Save Rows As**.
5. Select the file format to be used, and click on **OK**.

### 1214 Roll Forward

A. Allows the user to roll forward prior months' ending contract counts into the current month's beginning contract counts within each Carrier's Coverage Entry Screen. Also, recurring Premium Only Adjustments will roll forward to the next designated month.

B. To activate the **Roll Forward** Function, do the following:
1. Click on **Options** and select **Roll Forward**.

2. Once the Coverage Pop-Up appears, highlight the month containing the data to be carried forward. Click on **OK**.

3. A window will appear in which you need to type the month (MM) and year (YYYY) you want to roll forward to. Click on **OK**.

4. Another message will appear stating that the **Roll Forward** has been completed.

**1215 Back-Up**

A. This function will restructure the ETF database as well as store a copy of the database in the root directory of drive C. A backup should be performed each month after completing the creation of the export diskette and paper reports.

B. Click on the **Backup button**, or select from the menu bar **Options** and select **Backup**. The **etf.db** and **etf.log** files will be rebuilt to optimize performance, and are copied to the root directory of drive C. A window will pop-up displaying the progress of the backup.

**1216 Generation of Paper Copies of Reports**

A. Local Health Insurance - Individual Carriers and, if applicable, Local Annuitant Health Insurance - Individual Carriers (i.e., Monthly Coverage Reports)

1. Each Carrier for which you report Contracts for will result in the generation of a Local Health Insurance and Local Annuitant Health Insurance - Individual Carrier Report. A page break will appear after the totals are printed for the previous Carrier.

2. Your **EIN, Group Number, Agency Number, Employer Name, Coverage Month/Year, Carrier Code, and Carrier Name** will appear on each page of the Report.

3. The **Last Month** column represents the number of Contracts for each type of coverage (i.e., Single, Family, etc.) reported for the previous month.

4. The **Number** and **Type** of Adjustments (i.e., **Additions, Deletions, Chg To and/or Chg From**) generated during the designated Coverage Month will be displayed.

5. **Total Contracts** represents the sum of the previous month's Contracts by type plus or minus any Adjustments reported this month.
6. *Premiums* represents the number of contracts multiplied by the rate for each contract type.
7. **Total Contracts** is the sum of each type of Contract reported for the designated Carrier.
8. **Total Premiums** represents the sum of all *Premiums* reported for the designated Carrier.
9. **Employer Share** is the amount the employer contributes towards the *Premiums* for the Contracts reported for this particular Carrier.
10. **Employee Share** is the amount employees contributed towards the *Premiums* for the Contracts reported for this particular Carrier.
11. **Grand Total** is the sum of the Employer and Employee Shares, including any premium adjustments, reported for this particular Carrier.
12. **Total Adj** represents the sum of any premium adjustments due to when the Adjustment Contracts were reported for this Carrier.
### Local Health Insurance - Individual Carriers

<table>
<thead>
<tr>
<th>Ein</th>
<th>Group Number</th>
<th>Agency Number</th>
<th>Employer Name</th>
<th>Coverage Month/Year</th>
<th>Carrier Code</th>
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<th>Additions</th>
<th>Deletions</th>
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- **Sngt:**
  - 283
  - 6
  - -2
  - 1
  - -4
  - 284
  - 46,899.76
  - 1021
  - Total Contracts
  - 349,895.20
  - Total Premiums
  - 350,998.13
  - Employer Share
  - 2,152.29
  - Employe Share
  - 352,850.42
  - Grand Total
  - 2,955.22
  - Total Adj.

- **Fwly:**
  - 730
  - 5
  - -1
  - 4
  - -1
  - 737
  - 302,986.44

- **Carrier Totals:** 15

  - **DEANCARE**
    - **Sngt:**
      - 283
      - 6
      - -2
      - 1
      - -4
      - 284
      - 46,899.76
      - 1021
      - Total Contracts
      - 349,895.20
      - Total Premiums
      - 350,998.13
      - Employer Share
      - 2,152.29
      - Employe Share
      - 352,850.42
      - Grand Total
      - 2,955.22
      - Total Adj.
  
  - **Fwly:**
    - 730
    - 5
    - -1
    - 4
    - -1
    - 737
    - 302,986.44
B. Local Health Insurance - Adjustments and, if applicable, Local Annuitant Health Insurance - Adjustments (i.e., Monthly Additions, Changes and Deletions Reports)
1. If you report any type of Adjustment Contracts for a Carrier, Local Health Insurance and Local Annuitant Health Insurance - Adjustment Report will be generated. A page break will occur at the end of the Adjustments reported for each Carrier.
2. Your EIN, Group Number, Agency Number, Employer Name, Coverage Month/Year, Carrier Code and Carrier Name will appear on each page of the Report.
3. Adj Type represents the type of Adjustment (i.e., A for Addition; D for Deletion; C for Changes; and P for Premium Adjustment Only) being reported by subscriber.
4. Enrl Type represents the reason for the adjustment being reported.
5. Emp Type defines the subscriber's status (i.e. Local Employee, etc.).
6. Soc Sec No is the subscriber's social security number.
7. Effc Dt represents the date that the designated Adjustment Type took effect. The Memo field provides additional information to explain or identify the adjustment being reported for this subscriber.
8. Old Code represents the type of Contract (i.e., 1 for Single; 2 for Family; 0 for None) previously held by the subscriber for Changes or Deletions.
9. New Code represents the type of Contract (i.e., 1 for Single; 2 for Family; 0 for None) for Changes or Additions.
10. Begin MM/YY represents the date the change in the subscriber's level of coverage (i.e., Single or Family) occurred.
11. End MM/YY represents the date the change in the subscriber's level of coverage (i.e., Single or Family) ends.
12. Adj Amount represents any premium adjustments which are the result of the timing associated with the reporting of an Adjustment.
13. Totals represents the sum of the Adjustment Amounts reported for the Carrier.
### Local Health Insurance - Adjustments

#### Chapter 12 – Automated Monthly Reporting

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**Totals:** 407.68
C. Local Health Insurance - Standard Totals and, if applicable, Local Annuitant Health Insurance - Standard Totals
1. If you report any contracts within the Standard Plan (01), Standard Plan II (02), or SMP (05), this report will be generated representing the sum total of all the amounts reported for these Carrier Suffixes.
2. Your EIN, Group Number, Agency Number, Employer Name, and Coverage Month/Year will appear on the single page Report.
3. The Last Month column represents the number of Contracts for each type of coverage (i.e., Single, Family, etc.) reported for the previous month.
4. The Number and Type of Adjustments (i.e., Additions, Deletions, Chg To and/or Chg From) that were generated during the designated Coverage Month will be displayed.
5. Total Contracts represents the sum of all previous month's Contracts by type plus any Adjustments reported this month.
6. Premiums represents the number of contracts multiplied by the rate for each contract type.
7. Total Contracts is the sum of each type of Contract reported for these Carrier Suffixes.
8. Total Premiums represents the sum of Premiums reported for these designated Carrier Suffixes.
9. Employer Share is the amount the employer contributes towards the Premiums for the Contracts reported for these particular Carrier Suffixes.
10. Employee Share is the amount employees contributed towards the Premiums for the Contracts reported for these particular Carrier Suffixes.
11. Grand Total is the sum of the Employer and Employee Shares, including any premium adjustments, reported for these particular Carrier Suffixes.
12. Total Adj represents the sum of any premium adjustments due to when the Adjustment Contracts were reported for these particular Carrier Suffixes.
## Local Health Insurance - Standard Carrier Totals

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<tr>
<th>Ein</th>
<th>Group Number</th>
<th>Agency Number</th>
<th>Employer Name</th>
<th>Coverages Month/Year</th>
<th>Last Month</th>
<th>Additions</th>
<th>Deletions</th>
<th>Chg To</th>
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- **Sgl:** 10 9 0 0 0 19 5,100.26 22 Total Contracts 7,065.48 Total Premiums 4,308.22 Employer Share 2,757.26 Employee Share 7,065.48 Grand Total 0.00 Total Adj.
D. Local Health Insurance - Alternate Totals, and if applicable, Local Annuitant Health Insurance - Alternate Totals

1. If you report any Contracts for participating HMO's, this Report will be generated representing the sum total of all the amounts reported for those Contracts depicting HMO coverage.

2. Your EIN, Group Number, Agency Number, Employer Name, and Coverage Month/Year will appear on the single page Report.

3. The Last Month column represents the number of Contracts for each type of coverage (i.e., Single, Family, etc.) reported for the previous month.

4. The Number and Type of Adjustments (i.e., Additions, Deletions, Chg To and/or Chg From) that were generated during the designated Coverage Month will be displayed.

5. Total Contracts represents the sum of all previous month's Contracts by type plus any Adjustments reported this month.

6. Premiums represents the number of contracts multiplied by the rate for each contract type.

7. Total Contracts is the sum of each type of Contract reported for the HMO Carriers.

8. Total Premiums represents the sum of Premiums reported for the HMO Carriers.

9. Employer Share is the amount the employer contributes towards the Premiums for the Contracts reported for the HMO Carriers.

10. Employee Share is the amount employees contributed towards the Premiums for the Contracts reported for the HMO Carriers.

11. Grand Total is the sum of the Employer and Employee Shares, including any premium adjustments, reported for the HMO Carriers.

12. Total Adj represents the sum of any premium adjustments due to when the Adjustment Contracts were reported for the HMO Carriers.
<table>
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<th>Ein</th>
<th>Group Number</th>
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<th>Coverage Months/Year</th>
<th>Last Month</th>
<th>Additions</th>
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2107 Total Contracts
750,035.01 Total Premiums
713,983.94 Employer Share
40,474.85 Employee Share
754,459.90 Grand Total
4,423.68 Total Adj.
E. Local Health Insurance - Grand Totals, and if applicable, Local Annuitant Health Insurance - Grand Totals (i.e., Monthly Summary Reports)

1. This Report represents all the Contractual and Premium information for all the Carriers reported during the designated Coverage Month.
2. Your EIN, Group Number, Agency Number, Employer Name, and Coverage Month/Year will appear on the single page Report.
3. The Last Month column represents the number of Contracts for each type of coverage (i.e., Single, Family, etc.) reported for the previous month.
4. The Number and Type of Adjustments (i.e., Additions, Deletions, Chg To and/or Chg From) that were generated during the designated Coverage Month will be displayed.
5. Total Contracts represents the sum of all previous month's Contracts by type plus any Adjustments reported this month.
6. Premiums represents the number of contracts multiplied by the rate for each contract type.
7. Total Contracts represents the sum of all Contracts reported for all Carriers.
8. Total Premiums represents the sum of Premiums reported for all Carriers.
9. Employer Share is the amount the employer contributes towards the Premiums for the Contracts reported for all Carriers.
10. Employee Share is the amount employees contributed towards the Premiums for the Contracts reported for all Carriers.
11. Grand Total is the sum of the Employer and Employee Shares, including any premium adjustments, reported for all Carriers.
12. Total Adj represents the sum of any premium adjustments for all Carriers due to when the Adjustment Contracts were reported.
### Local Health Insurance - Grand Totals for All Carriers

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<th>Ein</th>
<th>Group Number</th>
<th>Agency Number</th>
<th>Employer Name</th>
<th>Coverage Last Month</th>
<th>Additions</th>
<th>Deletions</th>
<th>Chg To</th>
<th>Chg From</th>
<th>Total Contr</th>
<th>Premiums</th>
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<td>600091</td>
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<td>10</td>
<td>1998</td>
<td></td>
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- **Single (Sngl):**
  - 705
  - 17
  - -4
  - 0
  - -3
  - 718
  - 129,855.32

- **Family (Fam):**
  - 1412
  - 2
  - -3
  - 3
  - 0
  - 1414
  - 627,246.17

**Total Numbers:**
- 2129 Total Contracts
- 767,100.49 Total Premiums
- 43,232.11 Employee Share
- 718,292.08 Employer Share
- 761,524.17 Grand Total
- 4,423.68 Total Adj.