SCOPE:

1.1 This procedure describes the process in which the Benefits Departments handles the medical discount program offered to the uninsured classified employees at the Washoe County School District.

2.0 RESPONSIBILITY:

2.1 Risk Manager

3.0 APPROVAL AUTHORITY:

3.1 Benefits Coordinator

(Approval signature on file)
_____ _____
Signature   Date

4.0 DEFINITIONS:

4.1 AHN – Access to Healthcare Network

4.2 HR – Human Resources

4.3 IFAS – Washoe County School District Business Plus system

4.4 NEO – New Employee Orientation

4.5 RM – Risk Management

4.6 WCSD - Washoe County School District

5.0 PROCEDURE:

5.1 RM obtains the roster with names of classified staff that may be eligible for the AHN split of premium from HR during the NEO. RM checks the employee's eligibility.

  5.1.1 Eligibility is based upon number of hours a classified employee works.

  5.1.2 An employee must work less than 27.5 hours a week and they may not be "on call" employees to be eligible for the AHN split.

5.2 The RM Technician notifies the employee via email that he/she is eligible for AHN/WCSD split.

  5.2.1 If the employee would like more information on the program, his/her name is listed on the AHN Log (BEN-F024) to be given to AHN to see if he/she meets AHN's eligibility requirements.

  5.2.2 AHN Worksheets (BEN-F023) are to be emailed to AHN by the 15th day of the month for processing.

  5.2.3 AHN will email an AHN Worksheet to RM of the classified employees that are eligible with AHN's requirements by the 1st of the month.

5.3 Employee is entered into IFAS under the proper package with a classified begin date that corresponds with his/her eligibility date and with the end date of 12/31/2050.

5.4 If the classified employee is promoted to a benefitted position or no longer works for WCSD, he/she is no longer eligible for the AHN / WCSD split.

    5.4.1 RM Technician will be notified of the change from HR through the Insurance Eligibility Form.

5.5 If the employee wishes to term AHN, written notification needs to be sent to RM. Once written notification has been received the RM Technician will end the ACN1 package in IFAS.

5.6 Eligible employees are listed on the AHN Worksheet to be sent over to AHN.

5.7 AHN will notify the employee that he/she is no longer eligible for the WCSD/AHN split.

5.8 After each pay date, RM Technician will log the amount taken out of the pay check to keep current record of the amount the employee has paid as well as what WCSD has paid to AHN.

    5.8.1 This is needed if and when the employee terminates or is no longer eligible for AHN.

    5.8.2 It is with this record keeping the RM can notify AHN if there is a credit for the employee, WCSD, or both.

    5.8.3 The credit will be issued by AHN to the employee or to WCSD.

5.9 A copy of the AHN Log is emailed to AHN for record maintenance.

    5.9.1 On a yearly basis AHN and RM will meet to reconcile the records of the employee and WCSD.

5.10 A limit of $480.00 will be entered into IFAS for the year to make sure that WCSD and the employee do not over pay into the program.

6.0 ASSOCIATED DOCUMENTS:

6.1 AHN Worksheet (BEN-F023)

6.2 AHN Log (BEN-F024)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
AHN Worksheet	Risk Management warehouse files	Permanent	Dispose of accordance to HIPPA regulations	Files are stored in locked cabinets in locked warehouse cages with key access only privy to Risk staff
AHN Log	Risk Management warehouse files	Permanent	Dispose of accordance to HIPPA regulations	Files are stored in locked cabinets in locked warehouse cages with key access only privy to Risk staff

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
7/30/08	A	Initial Release
04/09/10	B	3.1 replaced "Risk Management Technician" with "Benefits Coordinator"; 4.3 replace "database" with "Business Plus"; 5.3 replaced "ACN1" with "proper"; 5.4.1 deleted "(BEN-F019)"; 5.8.1 replaced "terms" with "terminates".

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