

BENEFIT (INSURANCE) BILLING PROCESS

This module provides an integrated insurance benefit billing system for use by all members of The Texas A&M University System. Until the spring of 1996, each member of the A&M System developed and maintained an independent insurance billing system for their own agency or institution. Some of these systems were manual, while others were partially computerized. Changes and modifications have been made as the need has been identified. Currently, all agencies and institutions in The Texas A&M University System use the B/P/P Billing System.

A billing cycle requires one month to complete. During this time the individual workstations maintain the information in the billing system by updating insurance amounts on the 106 screen, entering special request bills, making bill and receipt adjustments, entering receipts for previous bills, maintaining bank information, and mailing the bills, past due notices, and cancellation letters to participants. All of this information is entered on screens in either the Personnel File or the Billing File.

The following list is an approximate schedule of the billing cycle and jobs in that cycle. Please refer to the **BPP Production Schedule**, available on the BPP website (<http://www.tamus.edu/offices/bpp/>) for exact dates.

Around the 20th of each month (except August):

BILL0008. This job produces the regular monthly bills, bank draft transactions and the billing registers for those with billing status (Deduct Codes of R, S, M, L or 3 during the summer months) on the 106 screen. This process updates both the Personnel and Billing Files. The bills are placed on HRConnect from which the workstations can print them for mailing to the participants. After printing, the bills remain on HRConnect for reference. The billing registers go to the human resource / insurance offices.

This job also produces the bank draft transactions that forward to the Federal Reserve ACH System. Even though the transactions are produced around the 20th and held until the 5th, no changes can be made to that file. Rather, enter corrections to bills and receipts in BPP; these corrections process when bills are generated next.

The system member from which the individual retired determines which member account receives the funds. "Retiree WS" on screen 118 indicates which member the person retired from. If that is blank, the system member defaults to the workstation letter from the person's PIN on screen 101.

BILL0049. This job encrypts and sends the ACH transactions.

BENEFIT (INSURANCE) BILLING PROCESS

Last day of month:

BILL0010. This job produces a retiree billing Pre-Pay Report from the Personnel File, for Insurance Offices.

Around the 5th of the next month:

BILL0004. This job produces bills that have been specifically requested by the different workstations. These bills are generated to do back billing, to adjust a previous bill, or to request a bill for a participant before changing the insurance information when an employee retires. The bills are placed on HRConnect from which the workstations can print them for mailing to the participants. After printing, the bills remain on HRConnect for reference.

BILL0006. This job produces the past due letters for those who have previously received a bill but have insufficient payment recorded. These letters inform the participant that payment has not been received for their insurance premium. The letters are placed on HRConnect from which the workstations can print them for mailing to the participants. After printing, the letters remain on HRConnect for reference.

Around the 15th of the month:

These jobs sometimes run on the same day, other times up to a week apart.

BILL0005 always runs before **BILL0009**. BILL0005 begins the process for the coming month's billing while BILL0009 processing is for the current cycle.

BILL0005. This job produces a bank draft edit report for the coming month's regular billing cycle. This report allows the workstations to check draft amounts before the actual creation of the next bank draft file around the 20th.

BILL0009. This job cancels or reduces coverage and produces letters for those participants that have not paid their insurance premiums by the 15th of the month. The letter informs the participant that their insurance coverage is being canceled or reduced due to non-payment of premiums. It also lets them know the last day of coverage. A report is generated with the letters to let the workstations and System Human Resources know who has been canceled. The letters are placed on HRConnect from which the workstations can print them for mailing to the participants. After printing, the letters remain on HRConnect for reference.

BENEFIT (INSURANCE) BILLING PROCESS

Around the 19th of the month:

BILL0007. This job performs the month-end billing process. Files generated by the process are used in MONINS01 to send payments to the carriers. The following reports are produced:

- BP7503 Daily Receipt Summary, is used by the workstations to verify the total amount of money received from participants for insurance coverage for the month
- BP7504 Billed Status Participants Due to Carriers Report Summary is an overview of the total premiums due by type of insurance, insurance carrier, and workstation for the month. It reflects amounts due from the employer and participant. Attached with this report are pages that inform the workstations of the participants and the amount due by each insurance type. The workstations use this report to know how much will be paid to each insurance carrier.
- BP7504 Pre-pay Report shows who has prepaid insurance premiums and how much they have in the account.
- BP7504 Pre-pay Account Report tells the workstations how much money will be moved into or out of the pre-pay account for that workstation.
- BP7504 Caution Report is for the workstations to check anyone whose payment for the current month deviates from the current premium shown on the '106' screen. The report will show participants who are paying more than is noted on their '106' screen in order to catch-up on the premium payment. It allows the workstations to check for possible errors.
- BP7511 Retiree Employer Contribution from State Funds shows the participants and the portion of the insurance premium that is paid by the employer. It has total lines reflecting employer insurance contribution from local and state money. The report also has a total line informing each workstation how much of the employer contribution comes from other system members in their behalf.

The last part of the month-end processing produces three files that are processed by FAMIS. These files contain the account information and entries to be made to the workstations' benefit clearing accounts. Some members choose to make entries into their accounting systems manually, and those members using their own accounting system must follow this practice.

BILL0015. This job performs the following "clean-up" tasks for the coming month and produces reports of these actions. (MONINS15 performs these same tasks for those not in the billing system.)

- Adjusts insurance coverage for retirees turning 70
- Terminates coverage for dependents turning age 25

BENEFIT (INSURANCE) BILLING PROCESS

- Turns off coverage for those having a stop date that is the end of this month or earlier (including dependents)
- Adjusts family status, number covered, etc., for those whose dependents' stop date has been reached
- Updates the Long Term Care deductions for billing or payroll persons

Specialized Jobs

These jobs are run at different times of the year.

A special version of **BILL0008 (BILL0011)** runs in September rather than **BILL0008**.

BILL0012. This job, run on request, prints a report listing what is in the field on the '118' screen in the Personnel File that is marked "% Local". This field is entered by the workstations and is the percentage that the participant was paid from local funds while employed by The Texas A&M University System. The workstations use this report to check for errors in that amount.

BILL0013 & BILL0016. These jobs delete specific invoices from the Billing File. The Billing File contains the benefit invoices as they are created. After a while, this file can become quite large and must be cleared for new invoices. Typically, invoices must be more than two years old or older to be deleted. Another reason to delete invoices in the File is in case of a malfunction or system failure while running the monthly bills. BILL0013 and BILL0016 are part of the recovery process to clear out invalid or incorrect invoices and make it possible to rerun the job to produce accurate invoices.

BILL0014. This job produces a detail report of items in the Billing File. This job is designed to be processed on request and may be run for specific UINs or entire workstations.