REINSTATE INSURANCE FROM BENEFIT HISTORY

The Reinstatement process has two steps;

Step one involves going to Screen 751 screen to choose which Benefit History record should be brought forward to Screens 106 and 115 for editing.

Step two involves using Screens 115 and 106 in correction mode to update the previously selected employee or retiree.

The end result is to reinstate any dependent, employee or retiree insurance coverage values from Benefit History.

Step 1:

On Screen 751 place an ‘R’ under the Sel (select) column next to the Benefit History record that you wish to reinstate and press Enter.

You will receive this Pop-up box listing the Reinstall functions.

These functions allow you to instruct the Reinstatement process on how to default the Insurance dates.

These dates are critical and will affect batch processes such as Payroll, Billing and Carrier Updates.

Choose a function and press Enter.

On the 751 screen a message will appear next to the record that has been flagged for Reinstatement along with text about the function that you chose.

Moving on to Step 2:

Navigate to Screen 100. Enter 115 for the Screen.

Enter C for the Function to get into Correction mode.

Enter the UIN of the person you are working with and Press Enter.

Once on Screen 115, press Enter again to see a pop-up reminder that this record has been flagged for reinstatement.

When presented with the Reinstatement pop and you DO NOT wish to continue, Select N for no and return to the 751 screen.

Under the Sel (select) column place a ‘U to unmark the Benefit History record that had previously been flagged for reinstatement.

Otherwise - To proceed select Y and press Enter.
This will populate Screen 115 with the data from Benefit History.

If you have changes, you may make them now.

Once you are done, press Enter.

You should have been presented with Screen 106 with current information.

Hit Enter once again and the pop-up reminder will be displayed.

*When presented with the pop message and you DO NOT wish to continue, select N for no and return to the 751 screen to unmark the Benefit History record that had previously been flagged for reinstatement.*

Otherwise -Select Y and press Enter.

This will populate Screen 106 with the data from Benefit History.

If there is coverage from Benefit History that needs to be modified, you will need to make those changes on Screen 106 now.

Press enter once you are done.

You will receive a message in the comment line.

Once the Benefit History record has been successfully reinstated, a background process will unmark the record and it will no longer be shown as Flagged when viewed on the 751 screen.