SCREEN 315 - ZIP CODE/HMO TABLE MAINTENANCE

This table defines valid HMO's for the relative zip code.

After receiving the screen **315** there are three options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular zip
3. Add/modify an HMO for the zip

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

* Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press F4 to return to the main B/P/P menu.

2. **INQUIRE**

To inquire about a particular zip:

* **FUNCTION** field should be blank.

* Type the 4-digit fiscal year and the 5-digit zip code and press the **ENTER** key.

* **NOTE**: During Annual Enrollment, data will be present for the current fiscal year and the next fiscal year.

* HMO's will be displayed along with descriptions.

3. **MODIFY**

Before a new fiscal year/zip code is added to the file or before any modification is made to an existing fiscal year/zip code, the user should first **INQUIRE** about the zip code as described above. This will 'pull up' any data that already exists for the fiscal year/zip code in the file.

To **ADD** a new fiscal year/zip code number to the file the user should:

* Type **M** in the **FUNCTION** field.

* Type in a new fiscal year and zip code along with the HMO(s).

* Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED**.

If the name of the fiscal year/zip code is being **CHANGED,** the user should:

* Type **M** in the **FUNCTION** field.

* Add or change HMO(s). The fiscal year and zip code should not be changed.

* Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **FISCAL YEAR/ZIP CODE UPDATED.**

SCREEN 315 - ZIP CODE/HMO TABLE

```
315 TAMUS B/P/P System - Zip Code/HMO Maintenance              03/27/02  16:32
                                                                 D BPP0002  0018

  Screen: _1_        Function:  2   (Blank=Inquire, M=Modify, D=Delete, E=End)

  Fiscal Year: _3__   Zip Code: __4__
 HMO  Carrier                           Validity
  __     A                              B     C
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  __

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help        Exit  Main
```

SCREEN 315 - ZIP CODE/HMO TABLE EDIT DEFINITIONS

NUMBER	DATA FIELD	EDITS PERFORMED
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquire D - Delete M - Modify E - End
3	FISCAL YEAR	Must be a valid fiscal year in YYYY format.
4	ZIP CODE	Must be a 5-digit ZIP code
5	HMO	2-digit HMO carrier code (valid carrier code with validity code of **C**, **N**, or **R**)

FIELDS BELOW ARE MAINTAINED BY THE SYSTEM

A	CARRIER	Carrier name
B	Validity	Validity Code
C	Validity	Validity Code description