
 THIRD PARTY HEALTH AND ACCIDENT RESOURCE INFORMATION INQUIRY

EIS 1055 - THIRD PARTY HEALTH AND ACCIDENT RESOURCE INFORMATION INQUIRY
 REVISED 05/01/03 - CHANGE NO. 06-03

I. GENERAL INFORMATION

Use the following selections to view Third Party Resource (TPR) health insurance information for a specific policy or individual. EIS updates TPR data on these screens using the TA and TU functions. See Third Party HEALTH AND ACCIDENT RESOURCE INFORMATION, [EIS 3350](#).

II. TPR POLICY INQUIRY (TP)

A. View Policy Data

Use this selection to view information on a specific health insurance policy, including all individuals associated with the policy.

The insurance policy number is the key to policy data in EIS. EIS uses the insurance policy number, insurance company code and insurance type code to uniquely identify insurance policies.

Example: All these policies are unique.

Insurance Policy Number	Insurance Company Name Code	Insurance Type Code
12345	ABC	00
12345	EFG	04
12345	RQK	16

B. Enter TP in SELECTION and the insurance policy number in KEY.

C. Press ENTER. EIS displays the first policy with this number and up to seven individuals covered by the policy.

EJA915	THIRD PARTY RECOVERY				FORM ID
	POLICY INQUIRY				1221916A
WKR	CTY	DIST	JULIAN	LAST UPDATED	POLICY ADDED
EIS	97	TPR	2002288	10152002	02052002
POLICY NUMBER	INS COMP	CD	INS TYPE CD	POL EFF DATE	POL TERM DATE
ABCD	EI3		03	07011991	
POLICY HOLDERS NAME		GRP POLICY		GROUP POLICY NAME	
DUDLEY S MOORE		M704		TYSON FOODS	
IS POLICY HOLDER THE NON-CUSTODIAL PARENT? Y					
GROUP ADDRESS			CITY	ST	ZIP
123 CHICKEN RD			MAGNOLIA	NC	282810000
			CURRENT	CURRENT	
INDIVIDUAL	INDIVIDUAL NAME		REL	BEGIN DATE	END DATE
111111111H	CHAD	JONES	B	01012000	02282000
222222222R	SUSAN	B JONES	C	03012003	
333333333M	MARY	JONES	K	01011997	08311998
SELECTION	KEY	ABCD			
PF2 - INQ MENU PF8 - NEXT PF9 - MORE INDIVIDUALS					

D. Navigation

Press PF8 to scroll forward through additional policies with this number. Additional policies may be with different insurance companies or different insurance types.

THIRD PARTY HEALTH AND ACCIDENT RESOURCE INFORMATION INQUIRY

Press PF9 to view more individuals on a policy.

THIRD PARTY HEALTH AND ACCIDENT RESOURCE INFORMATION INQUIRY

REVISED 05/01/03 - CHANGE NO. 06-03

III. TPR INDIVIDUAL INQUIRY (TI)

A. View Individual Data

Use this selection to view all insurance information for an individual.

B. Enter TI in the SELECTION field and the EIS Individual ID in KEY.

C. Press ENTER. EIS displays the first policy for this individual.

EJA916	THIRD PARTY RECOVERY INDIVIDUAL INQUIRY										FORM ID		
											1221916A		
WKR	CTY	DIST	JULIAN	LAST UPDATED			POLICY ADDED						
EIS	97	TPR	2002288	10152002			02052002						
POLICY NUMBER		INS	COMP	CD	INS	TYPE	CD	POL	EFF	DATE	POL	TERM	DATE
ABCD		EI3		03						07011991			
POLICY HOLDERS NAME						GRP POLICY		GROUP POLICY NAME					
DUDLEY		S MOORE		M704		TYSON FOODS							
IS POLICY HOLDER THE NON-CUSTODIAL PARENT? N													
GROUP ADDRESS				CITY				ST	ZIP				
123 CHICKEN RD				MAGNOLIA				NC	282810000				
INDIVIUDAL ID				INDIVIUDAL NAME				REL					
111111111H				CHAD JONES				B					
BEGIN		END		BEGIN		END		BEGIN		END			
01012001													
SELECTION KEY 111111111H													
PF2 - INQ MENU PF8 - NEXT POL FOR ID													

D. Press PF8 to view additional policies for the individual.

IV. INSURANCE COMPANIES BY NAME OR CODE

A. The Insurance Company Names and Codes are listed on the Division of Medical Assistance Internet website and in SCC4CICS.

B. The Internet address is:

<http://www.dhhs.state.nc.us/dma/tpr.html>

The codes display in two formats, an Excel spreadsheet and an Adobe PDF document.

THIRD PARTY HEALTH AND ACCIDENT RESOURCE INFORMATION INQUIRY

REISSUED 05/01/03 - CHANGE NO. 06-03

IV. INSURANCE COMPANIES BY NAME OR CODE (cont'd)

C. To logon to SCC4CICS, follow these instructions:

1. Key "SCC4CICS" from the Banner screen. Press ENTER. The message WELCOME TO SCC4CICS 'DHHS' displays at the top of the next screen. This is the RACF screen.
2. From the RACF screen, key your USERID, the BILL-CDE, and your PASSWORD. Press ENTER.
3. A blank screen displays. Key "EIS3". Press ENTER.
4. The Primary Menu screen displays.

```
02/02/03  NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
MCI9000
          INCOME AND ELIGIBILITY VERIFICATION SYSTEM
MCI900
          * * * P R I M A R Y   M E N U   * * *

1.          8.
2. MISCELLANEOUS UPDATE          9.
3.          10. MASTER CLIENT INDEX
4. MISCELLANEOUS INQUIRY
5. INTERFACE INQUIRY
6.
7.

          99. TERMINATE EIS SESSION

          SELECTION:

NEXT-SELECTION:          KEYS:

          "ENTER" KEY = CONTINUE  "PF3" = CANCEL
```

THIRD PARTY HEALTH AND ACCIDENT RESOURCE INFORMATION INQUIRY

REISSUED 05/01/03 - CHANGE NO. 06-03

IV.C. INSURANCE COMPANIES BY NAME OR CODE (cont'd)

5. From the Primary Menu screen, key Selection 04 for Miscellaneous Inquiry. Press ENTER. The Miscellaneous Inquiry menu displays.

```
09/29/00  NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES      MCI9040
          INCOME AND ELIGIBILITY VERIFICATION SYSTEM                  MCI904
          *** MISCELLANEOUS INQUIRY MENU ***

                                SELECTION:

1.  EVENT CALENDAR
2.  NC COUNTIES
3.  INSURANCE COMPANIES BY CODE          INSURANCE-CO-CODE:
4.  STATE-WIDE INSURANCE CO. ALPHA LIST  START-LIST-WITH:
5.  SSN VALID RANGES

NEXT-SELECTION:                      KEYS:

"ENTER" KEY = CONTINUE   "PF3" = CANCEL
```

THIRD PARTY HEALTH AND ACCIDENT RESOURCE INFORMATION INQUIRY

REVISED 05/01/03 - CHANGE NO. 06-03

IV.C. INSURANCE COMPANIES BY NAME OR CODE (cont'd)

6. Perform the following inquiry functions from the Miscellaneous Inquiry Screen.

a. Insurance Companies by Code

(1) From the Miscellaneous Inquiry menu, key Selection 03. Key the insurance company code in the space to the right of Insurance-Co-Code.

(2) Press ENTER.

(a) The insurance company names, name codes, and addresses display in insurance company name code order, beginning with the company identified by the code entered on the Miscellaneous Inquiry Menu.

(b) Four insurance companies display at a time. To see additional insurance company names and name codes, press "PF1". When there are no additional companies to list, NO MORE DATA IS AVAILABLE FOR PF1 REQUEST displays at the bottom of the screen.

b. State-Wide Insurance Company Alpha List

(1) From the Miscellaneous Inquiry menu, key selection 04. Key the insurance company name in the space to the right of Start-List-With.

(2) Press ENTER.

(a) The insurance company codes, name codes, and addresses display in insurance company name code order, beginning with the company name entered on the Miscellaneous Inquiry Menu.

(b) Four insurance companies display at a time. To see additional insurance company names and name codes, press PF1. When there are no additional companies to list, NO MORE DATA IS AVAILABLE FOR PF1 REQUEST displays at the bottom of the screen.

c. Insurance Company Code Not Found

See [EIS 3350](#), Insurance Company Name Code, if you are unable to identify the correct code.

7. Use the following instructions to logoff:

a. Key 99 in the Next Selection field.

b. Press ENTER.

c. The message, EIS SESSION TERMINATED, displays. Key LOGOFF over this message. Press ENTER.