



Tribal Insurance Processing System

Date of Notice: May 1, 2012

Subject: Additional TIPS Functionality

Customer(s) Affected: TIPS

As the Tribal Insurance Processing System (TIPS) continues to be enhanced, we wanted to update you on new TIPS functionality that has recently been added. The following features are now available:

- **Create multiple SF2809s (Employee Health Benefits Election Form):** TIPS will now accommodate the creation of multiple 2809s for a single enrollee. The original form must be processed before you can create the additional 2809. In order to create an additional 2809, you will need to search for the specific enrollee by using the inquiry screen. After locating the desired enrollee, you will notice a "Create 2809" button now exists. Click this button to initiate the process. The creation of an additional 2809 would be needed if the enrollee experienced a Qualifying Life Event (QLE) and wished to change coverage. The cancellation of an enrollee would also require the creation of a new 2809.
- **Create an SF2810 (Notice of Change in Health Benefits Election Enrollment Form):** TIPS can now fully accept a 2810 for a single enrollee. In order to create a 2810, you will need to search for the specific enrollee by using the inquiry screen. After locating the desired enrollee, you will notice a "Create 2810" button exists. Click this button to initiate the process. The original 2809 form must be processed before you can create a 2810. The creation of a 2810 would be needed if the enrollee needed to change their name, or if the enrollee needed to be terminated. The 2810 reinstatement functionality is not currently available.
- **Report Functionality:** Reporting functionality in TIPS continues to be developed. Although you may currently submit reports, they may not fully display the data you are seeking. Please bear with us as we finalize these reports. We are aware that you will need to verify your billing information as we get closer to the end of the month. We will ensure your billing related reports are available as we approach the end of the billing cycle.

If you have any additional questions about the recent additions to the system or other TIPS specific questions, please contact the TIPS Contact Center at 855-NFC-4GOV (632-4468).