

HEALTH PLAN ADMINISTRATOR

As a Health Plan Administrator (HPA) you can respond to the National Medical Support Notice (NMSN). Click on the blue button 'CLICK HERE TO RESPOND'.

To get started you will need the Employers Federal Employment Identification Number (FEIN).

Confirm FEIN:

You will need the Employee's Social Security Number (SSN)

You will need the date the NMSN was issued.

Click on the SIGN-IN button.

Click on the tab RESPOND TO ORDER.

In Step 1, you will be asked to put in the date you received the request and answer the questions below 2-6 (3 and 4 can be selected if they apply). Click on PROCEED TO STEP 2.

Statement #2- When selected will take you to Step 2, you will need to answer questions a-d.

Statement #3- When selected will take you to Step 2, you will be asked to provide a copy of each of the available plan options to Child Support Services Medical Unit.

Statement #4- When selected, will take you to Step 2, you will provide the waiting period date, your name, title and phone number.

Statement #5- When selected will take you to Step 2, you will need to choose (a, b, c, or d) with your name, title and phone number.

Statement #6- When selected will take you to Step 2, where you will complete your response.