



Guided Practice 14

Checking Retiree Insurance Deduction History

August 31, 2017

This guide will walk you through how to locate and review retiree insurance bills and rebills in MyTRS.

This guided practice assumes you already know how to:

- Log in to MyTRS
- [Enter retiree insurance deductions](#)

For additional information and troubleshooting please contact insuranceupdates@trb.state.ma.us.

Reviewing Rebills in Retiree Accounts

When there is a retroactive insurance coverage change in MyTRS, the system will automatically calculate the refund or balance due amount. These adjustments in MyTRS are called “rebills”. Rebills and previously processed transactions for a retiree can be viewed in MyTRS via the “View Retiree Insurance Deduction History” link.

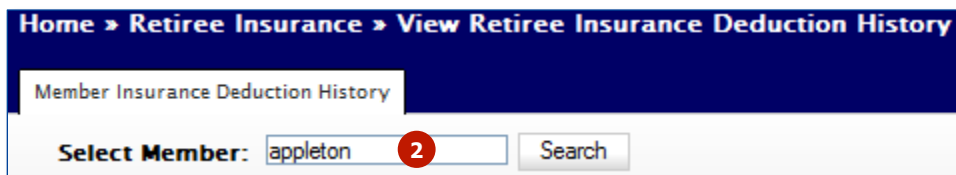
***Rebill:** a bill or refund adjustment for previous deductions calculated by taking the difference between what was deducted and what should have been deducted.*

When you make coverage changes that are retroactive it is very important to check this screen to ensure that a rebill has been created and is for the correct amount.

1. Select “View Retiree Insurance Deduction History” from the home page or from the “Go To” drop down list at the top of the page.



2. Enter the retiree’s name (last, first) or Social Security number (SSN) in the “Select Member” field and click **Search**.



If your search returns multiple members, select the correct one from the list provided.

3. When a rebill has been generated, it will be listed as “Rebill...” under the column label of “Identifier”. The rebill total will also be listed in the bottom right corner of the screen. **This value will only be listed until the warrant is processed.**

Transactions

View Trans. New Misc. Reports

Sort Columns View Row Records Print Export

Active	Transaction Date	Activity Date	Type	Status	Identifier	Trans#	Med Total	Vision	Dental	Life Total	GIC-M Balance	GIC-D Balance	Total Balance
<input type="radio"/>	08/25/2017	02/01/2017	Member Bill	Open	Rebill for 02/01/2017 - 07/31/2017	8133280	\$1.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.61
<input type="radio"/>	06/20/2017	06/20/2017	Disbursement Deduction	Closed	Disb Request	8045015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	06/20/2017	06/20/2017	Disbursement Deduction	Closed	Disb Request	8045016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	06/20/2017	07/01/2017	Member Bill	Closed	EBILL for 07/01/2017 - 07/31/2017	8015116	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	06/14/2017	07/01/2016	Member Bill	Closed	Rebill for 07/01/2016 - 06/30/2017	7960010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
													\$1.61

If the rebill is a bill, the total balance will be in black font and if the rebill is a refund, the total balance will be in red font and in parentheses

4. To view a CLOSED rebill after the warrant has been processed:
 - a. Click on the rebill line item to be viewed.

Transactions

View Trans. New Misc. Reports

Sort Columns View Row Records Print Export

Active	Transaction Date	Activity Date	Type	Status	Identifier	Trans#	Med Total	Vision	Dental	Life Total	GIC-M Balance	GIC-D Balance	Total Balance
<input type="radio"/>	08/25/2017	02/01/2017	Member Bill	Open	Rebill for 02/01/2017 - 07/31/2017	8133280	\$1.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.61
<input type="radio"/>	06/20/2017	06/20/2017	Disbursement Deduction	Closed	Disb Request	8045015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	06/20/2017	06/20/2017	Disbursement Deduction	Closed	Disb Request	8045016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	06/20/2017	07/01/2017	Member Bill	Closed	EBILL for 07/01/2017 - 07/31/2017	8015116	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="radio"/>	06/14/2017	07/01/2016	Member Bill	Closed	Rebill for 07/01/2016 - 06/30/2017	7960010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
													\$1.61

Only line items with "Member Bill" as the "Type" are viewable in detail.

4. To view a the details of the bill after the warrant has been processed:

a. Click on the EBill line item to be viewed.

The screenshot shows a table titled "Transactions" with columns: Active, Transaction Date, Activity Date, Type, Status, Identifier, Trans#, Med Total, Vision, Dental, Life Total, GIC-M Balance, GIC-D Balance, and Total Balance. A red circle with the letter 'a' is placed over the radio button in the "Active" column for the row with Transaction Date 06/20/2017 and Type Member Bill.

Active	Transaction Date	Activity Date	Type	Status	Identifier	Trans#	Med Total	Vision	Dental	Life Total	GIC-M Balance	GIC-D Balance	Total Balance
<input type="radio"/>	08/25/2017	02/01/2017	Member Bill	Open	Rebill for 02/01/2017 - 07/31/2017	8133280	\$1.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.61
<input type="radio"/>	06/20/2017	06/20/2017	Disbursement Deduction	Closed	Disb Request	8045015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	06/20/2017	06/20/2017	Disbursement Deduction	Closed	Disb Request	8045016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="radio"/>	06/20/2017	07/01/2017	Member Bill	Closed	EBILL for 07/01/2017 - 07/31/2017	8015116	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	06/14/2017	07/01/2016	Member Bill	Closed	Rebill for 07/01/2016 - 06/30/2017	7960010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

b. Click View Trans.

The screenshot shows the same "Transactions" table as above. A red circle with the letter 'b' is placed over the "View Trans." button located at the top left of the table interface.

Active	Transaction Date	Activity Date	Type	Status	Identifier	Trans#	Med Total	Vision	Dental	Life Total	GIC-M Balance	GIC-D Balance	Total Balance
<input type="radio"/>	08/25/2017	02/01/2017	Member Bill	Open	Rebill for 02/01/2017 - 07/31/2017	8133280	\$1.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.61
<input type="radio"/>	06/20/2017	06/20/2017	Disbursement Deduction	Closed	Disb Request	8045015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	06/20/2017	06/20/2017	Disbursement Deduction	Closed	Disb Request	8045016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="radio"/>	06/20/2017	07/01/2017	Member Bill	Closed	EBILL for 07/01/2017 - 07/31/2017	8015116	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	06/14/2017	07/01/2016	Member Bill	Closed	Rebill for 07/01/2016 - 06/30/2017	7960010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Only line items with "Member Bill" as the "Type" are viewable in detail.

- c. The transaction details will be displayed in a pop-up window.

Active	Activity Date	Type	Identifier	Med Total	Vision	Dental	Life Total	GIC-Medical	GIC-Dental	Total Amount
<input checked="" type="radio"/>	07/01/2017	Original	EBILL for 07/01/2017 - 07/31/2017	\$42.31	\$0.00	\$0.00	\$1.84	\$0.00	\$0.00	\$44.15
<input type="radio"/>	06/11/2017	Disb Deduction Credit In	Disb Request	(\$42.31)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$42.31)
<input type="radio"/>	06/11/2017	Disb Deduction Credit In	Disb Request	\$0.00	\$0.00	\$0.00	(\$1.84)	\$0.00	\$0.00	(\$1.84)
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes:

- a. The "Transaction Date" is the date that the entry was made.
- b. The "Activity Date" is the effective date of the change.
- c. The "Status" field will show as "Open" if the rebill will be processed on the next warrant and "Closed" if it has already been processed on a prior warrant.

Active	Transaction Date	Activity Date	Type	Status	Identifier	Trans#	Med Total	Vision	Dental	Life Total	GIC-M Balance	GIC-D Balance	Total Balance
<input checked="" type="radio"/>	08/22/2017	08/22/2017	Disbursement Deduction	Closed	Disb Request	8412818	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	08/22/2017	08/22/2017	Disbursement Deduction	Closed	Disb Request	8412819	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	08/22/2017	08/22/2017	Disbursement Deduction	Closed	Disb Request	8412820	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	08/22/2017	09/01/2017	Member Bill	Closed	EBILL for 09/01/2017 - 09/30/2017	8354336	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	07/18/2017	07/18/2017	Disbursement Deduction	Closed	Disb Request	8235344	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
													\$0.00

Page 1 of 29 Rows: 1 - 5 of 145