Netsmart University
HSA Training Guide

Netsmart University

Introduction

This guide is intended to assist the administrative user through the process of HSA management and administration on the Netsmart University system. The guide is structured into Modules and each will detail the steps needed to administer an HSA plan. If you do not see a Module listed here, there are no system changes due to HSA.

The following is a list of the modules covered:

Module 1 – Employer Accounts

Module 2 – Plan Setup

Module 3 – Participant Management

Module 4 – Claim Management

Module 5 – Reporting

As additional HSA functionality is released to the system, this guide will be updated. This includes information on all HSA functionality available as of May 15, 20011.

Module 1 – Employer Accounts

In this module, we will discuss the areas in employer accounts that have changed with the introduction of HSA. Each area of change is accompanied by instructions and notes in red.

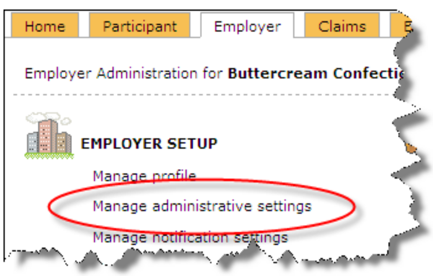
Step 1: Add profile information about the employer

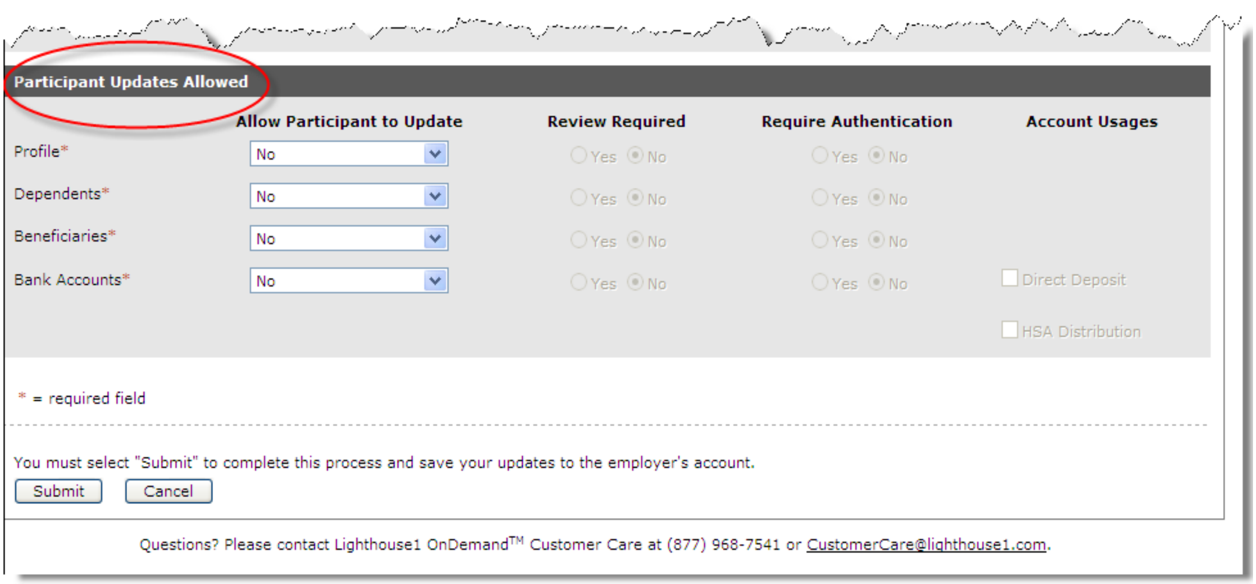
There are no changes to the profile set up process

Step 2: Add Employer administrative settings

There are changes to the administrative settings set up process

During the Employer administrative settings setup, there is a portion of the screen that will allow for the participant to make changes to the Participant Profile, the Dependent Information, the Beneficiary Information and the Participant Bank Accounts via the participant portal.





Step 3: Set Up Employer notifications

There are no changes to the set up of employer notifications

Step 4: Manage Payroll Frequencies

There are no changes to the management of payroll frequencies

Step 5: Schedule Reports

There are changes to the Scheduling of Reports setup due to HSA Functionality

The act of setting up a report has not changed, however there is a new report that supports HSA functionality. Below are the steps to setting up that report:

1.) From the **Employer tab**, select **Schedule Reports**

2.) Click on the drop down menu **Report Type**

3.) Click on **HSA Account Summary**

4.) Choose a **Report schedule**

5.) Choose a **Report name**

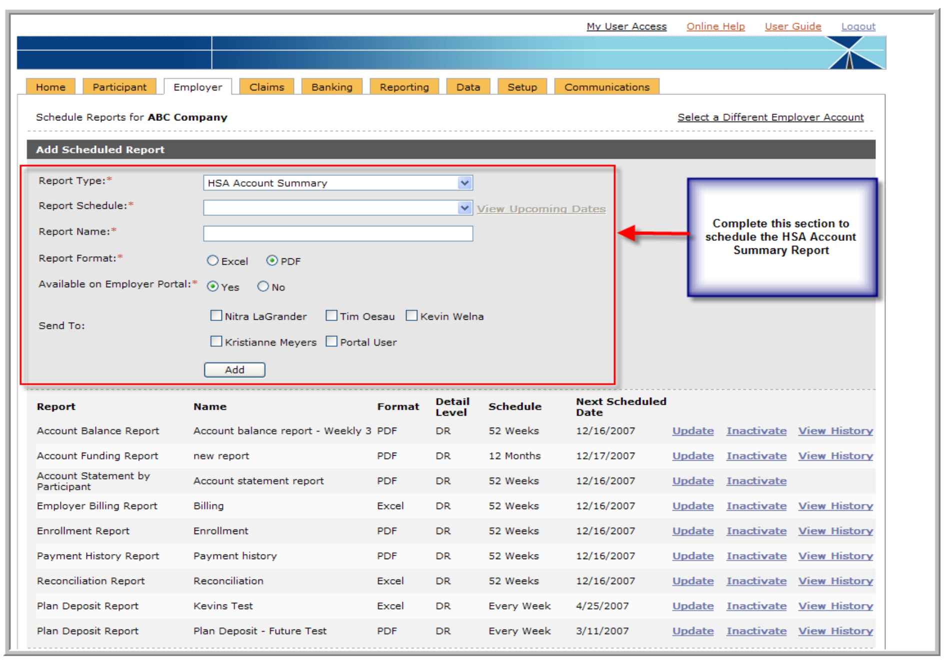
6.) Choose between **PDF** and **Excel** format

7.) Click **Yes** if you would like to make the report available to the Employer on the Employer Portal.

8.) Click the box next to the Administrative contacts that you would like to have this report sent to.

9.) Click on **Add**

Add a Scheduled Report



Step 6: Setup Employer Banking

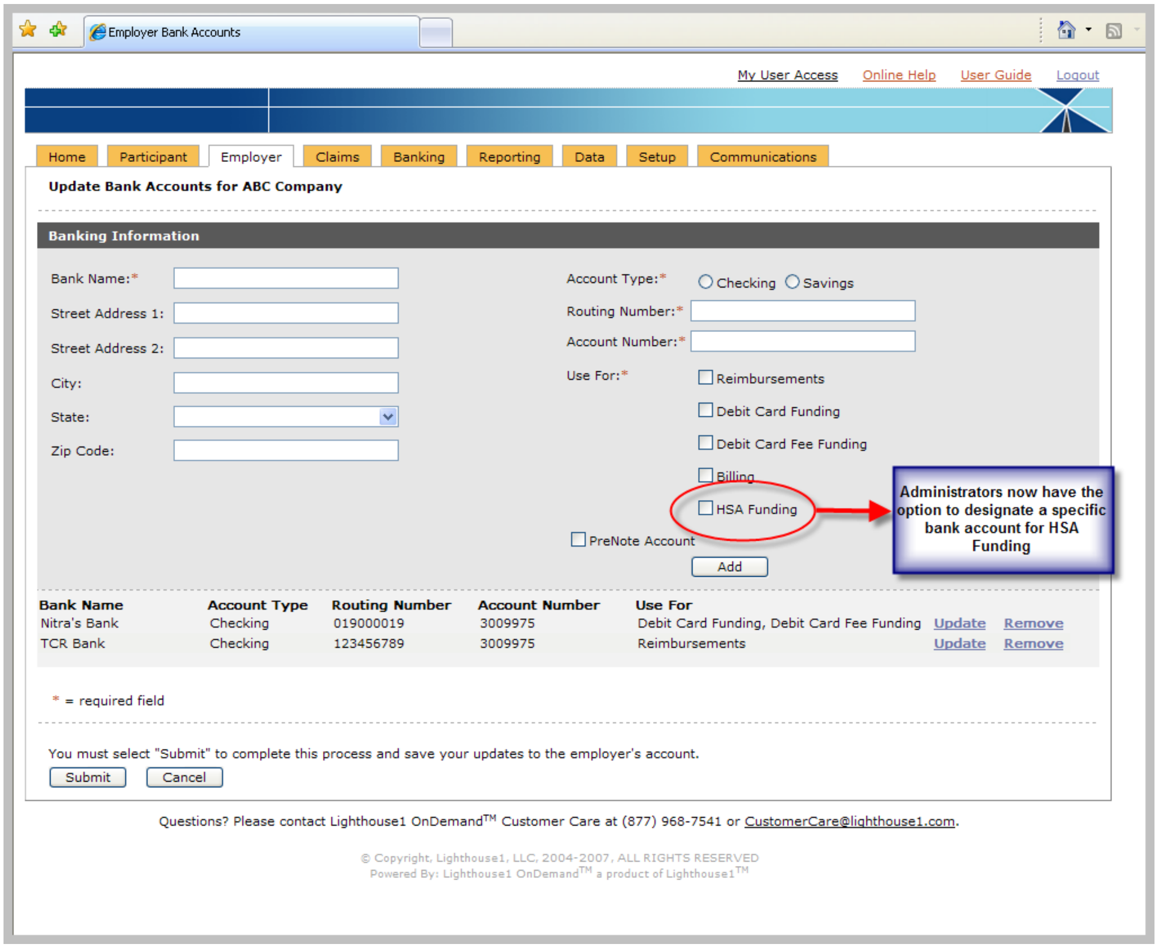
There are changes to the Banking setup due to HSA Functionality

1.) From the **Employer Tab**, click on **Manage Bank Accounts**

2.) Complete the bank information section for each account type that you wish to establish

- Notice that **HSA Funding** is now an option

3.) Click **Submit**



Step 7: Setup Checks

There are no changes to the set up of Employer Checks

Step 8: Setup Advice of Deposit

There are no changes to the set up of Advice of Deposits

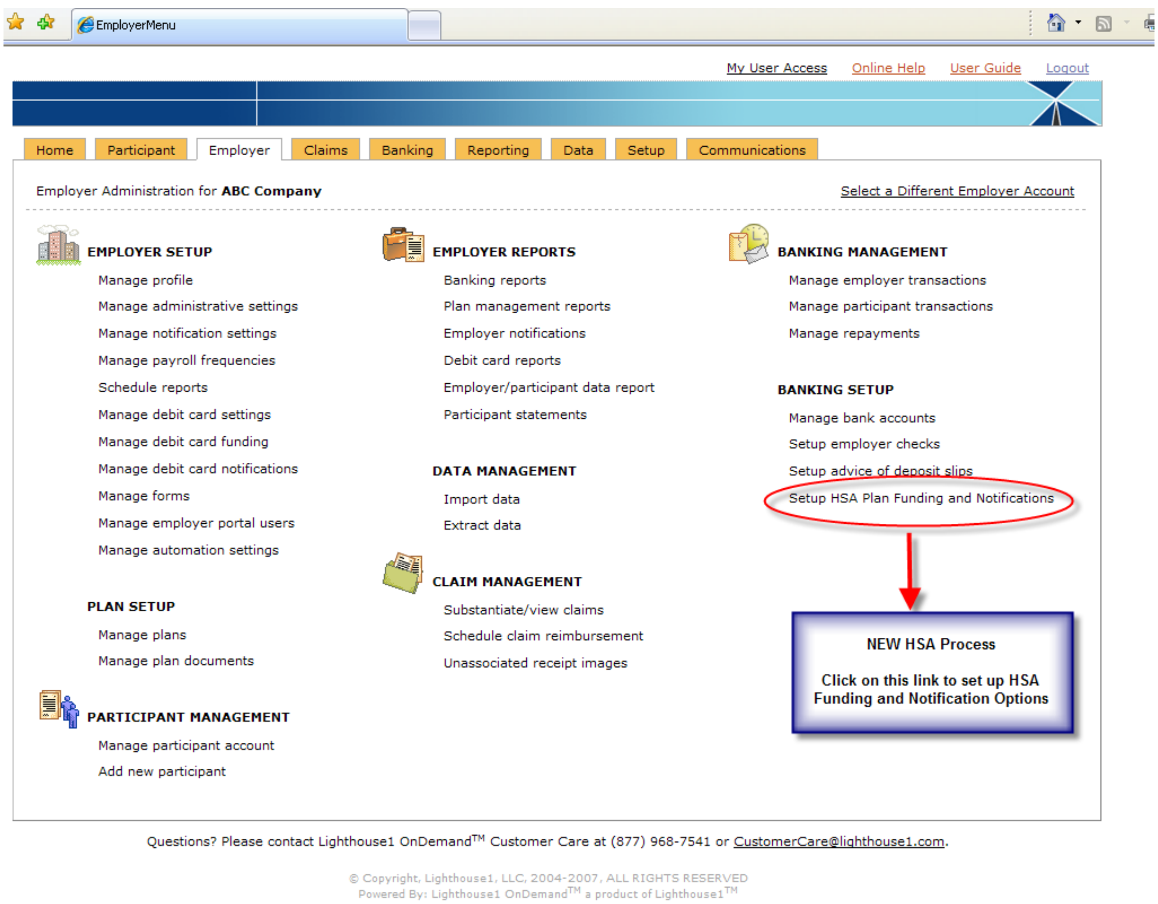
Step 9: Set Up HSA Funding and Notifications

NEW STEP for HSA Functionality

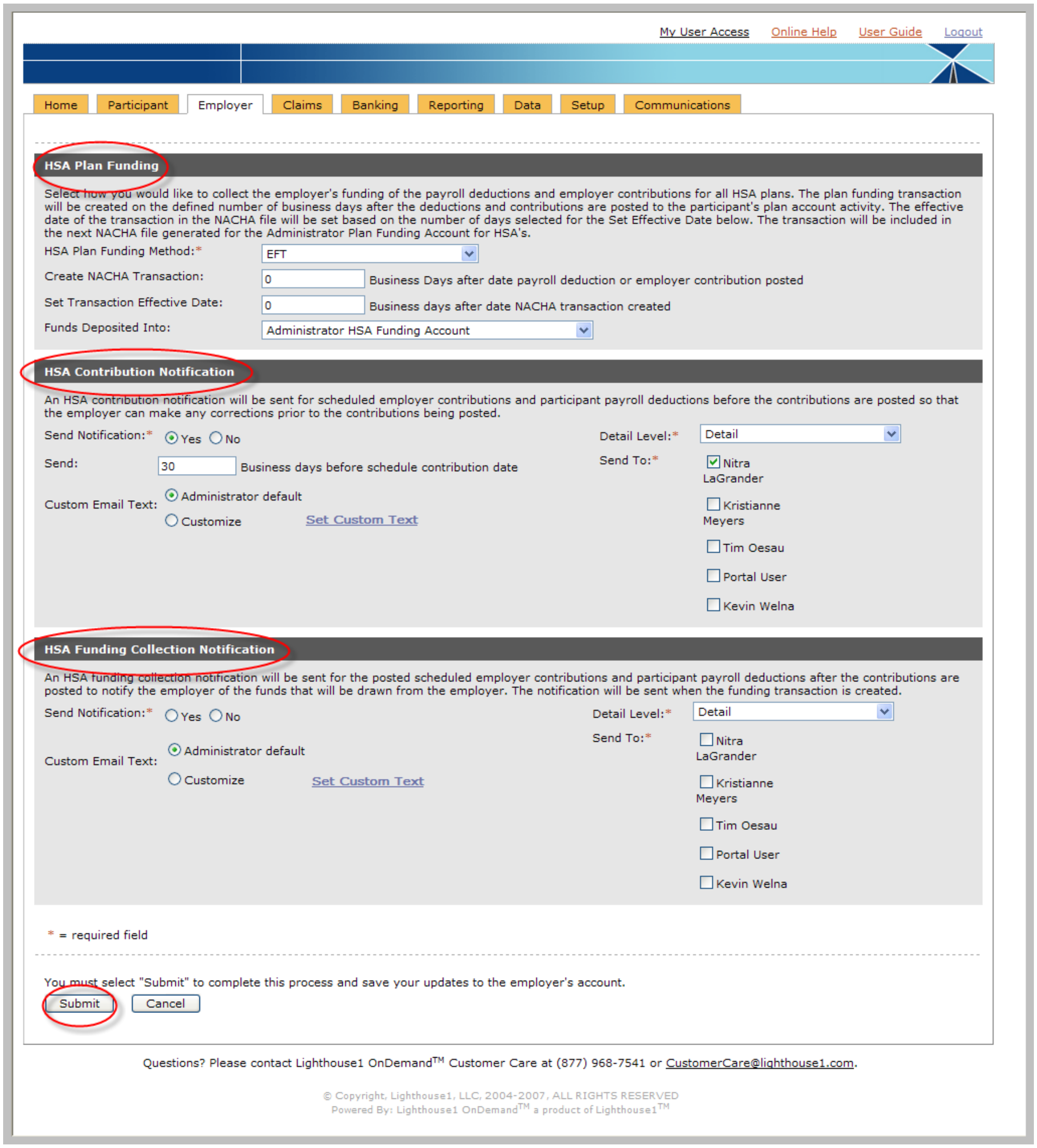
This link allows you to determine how the HSA Plan will be funded and what options there are for employer and administrative notifications.

1.) Begin at the **Employer Tab**

2.) Click on **Setup HSA Plan Funding and Notifications**



Next, follow the steps below to complete each area circled in red;



3.) Complete the **HSA Plan Funding** section:

- **HSA Plan Funding Method**
- **Create NACHA Transaction**
- **Set Transaction Effective Date**
- **Funds Deposited Into**

4.) Complete the **HSA Contribution Information**

- **Send Notification**: Yes or no
- **Detail Level:** Detail or De-Identified Detail
- **Send**: Number of business days before the scheduled contribution date
- **Custom E-Mail Text**: Standard text or customized text
- **Send To**: Select the administrators you would like the notifications to be sent to

5.) Complete the **HSA Funding Collection Notification**

- **Send Notification**: Yes or no
- **Custom E-Mail Text**: Standard text or custom
- **Detail Level**: Detail or De-Identified Detail
- **Send To**: Click on the Administrator Contacts that you would like included on this notification.

6.) Click on **Submit** to save these settings

Step 10: Manage Debit Card Settings and Notifications

There are no changes to the set up and notifications of debit cards

Step 11: Manage Forms

There is a new form associated with HSA

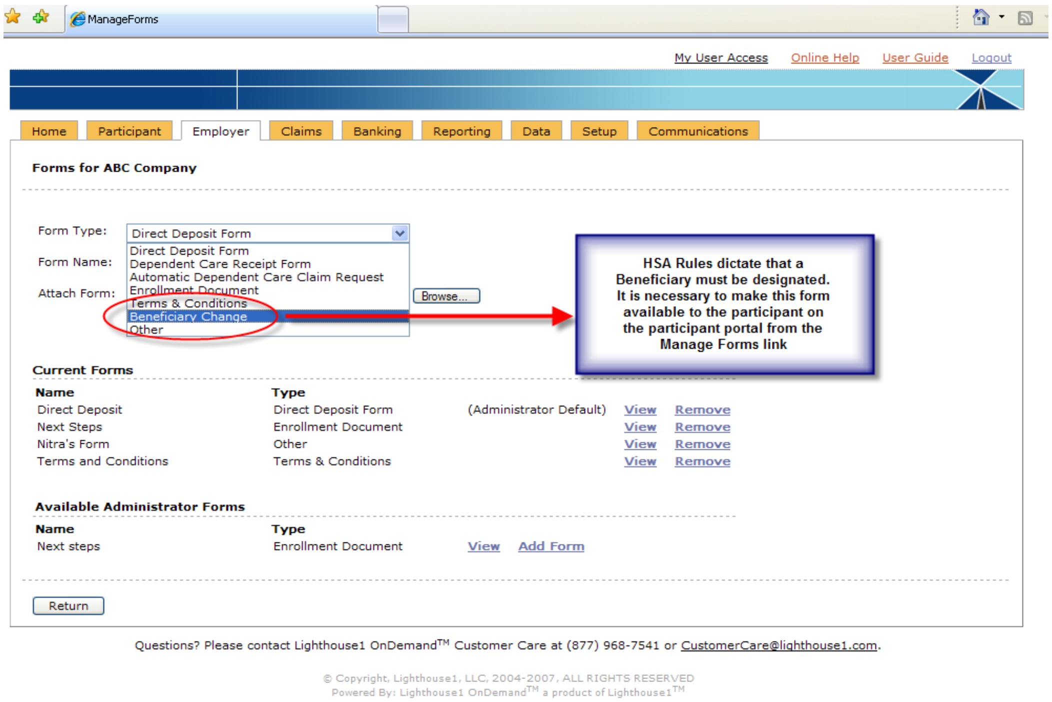
1.) From the **Employer Tab**, select **Manage Forms**

2.) From the drop down box, select **Beneficiary Change** form

3.) Give the form a name

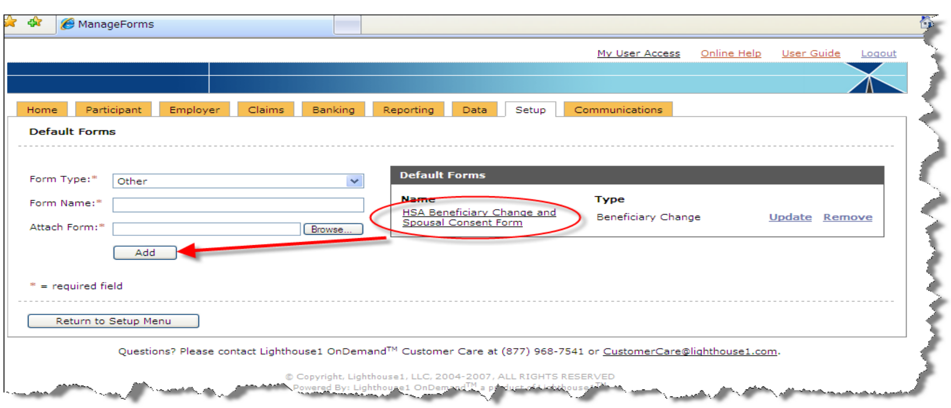
4.) Browse to attach the form

5.) Click on **Add**



NOTE:

If you would like to make this form available to more than one employer, it would be helpful to load this form from the SETUP Tab located on the Main Menu. Click **SETUP**>**Manage Forms**>



Step 12: Manage Employer Portal Users

There are no changes to the set up of Employer Portal Users

Step 13: Manage Automation Settings

There are no changes to the set up of the Management of Automation Settings

Module 2 – Plan Setup

Step 1: Setup a Plan Year

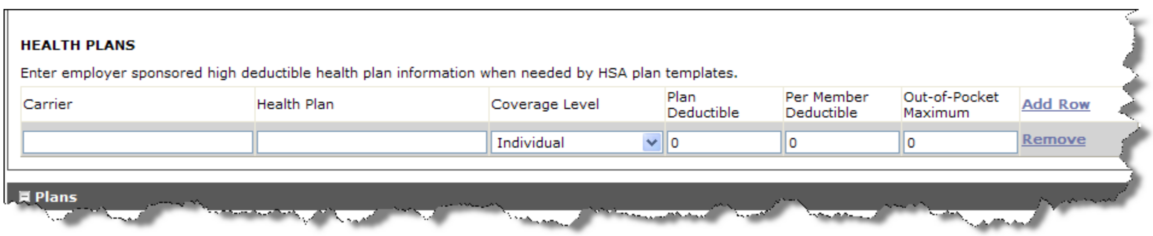
There are changes to the Plan Year Setup which supports HSA

1.) From the **Employer Tab**, select **Manage Plans**

2.) Fill in the following areas as applicable:

- **General**: **Plan Year Name, Plan Year Start Date** and **Plan Year End Date**
- **Enrollment**: **Enrollment Open Date** and **Enrollment End Date**
- **Payroll Frequencies**: Click on **Calculate**
- **Reimbursement Methods**: check each that applies

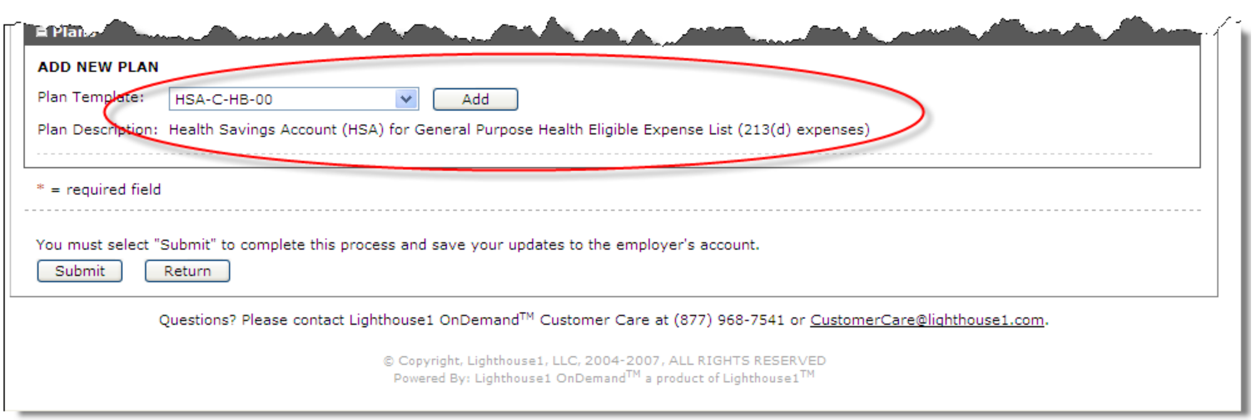
3.) When you come to the section entitled **Health Care Provider Information**, as noted below



Continue to add each Health Plan by clicking on the **Add Row** link until all employer health care plans have been accounted for. This information will be available to the Participant during enrollment to substantiate eligibility for HSA enrollment.

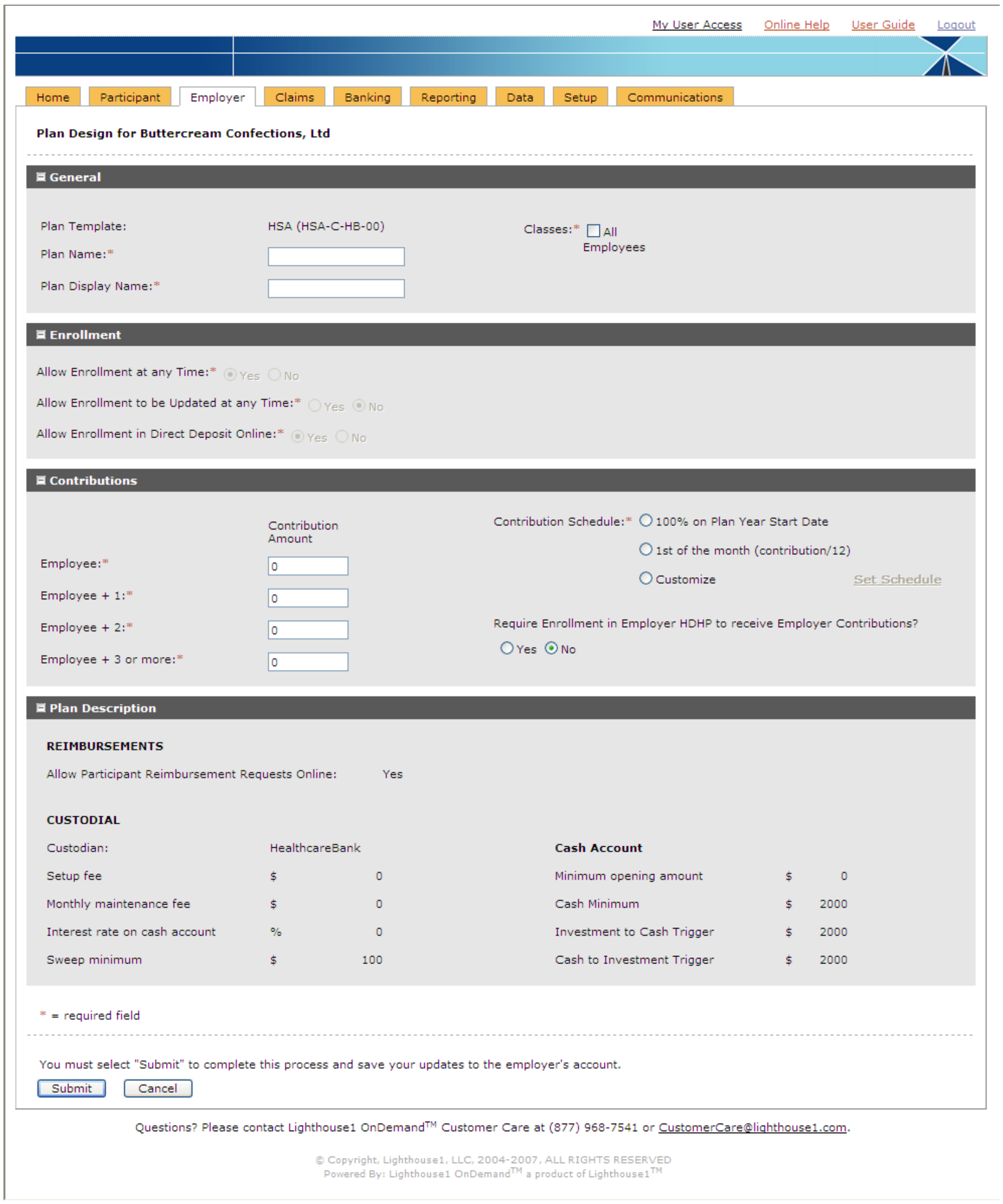
4.) Next, setup an HSA plan by clicking on the **Plan Template** drop down menu. Locate the plan name **HSA-C-HB-00**. This has been administered as a general expenses Health Savings Account plan in our Netsmart Plan Advisor tool.

- Click on **Add** to begin plan setup



5.) Complete each of the following fields that allow you to design the HSA Plan:

- **General**
- **Contributions**
- **Plan Description**



My User Access | Online Help | User Guide | Logout

Home | Participant | Employer | Claims | Banking | Reporting | Data | Setup | Communications

Plan Design for Buttercream Confections, Ltd

General

Plan Template: HSA (HSA-C-HB-00)

Plan Name:*

Plan Display Name:*

Classes:* All Employees

Enrollment

Allow Enrollment at any Time:* Yes No

Allow Enrollment to be Updated at any Time:* Yes No

Allow Enrollment in Direct Deposit Online:* Yes No

Contributions

	Contribution Amount
Employee:*	0
Employee + 1:*	0
Employee + 2:*	0
Employee + 3 or more:*	0

Contribution Schedule:* 100% on Plan Year Start Date / 1st of the month (contribution/12) / Customize — Set Schedule

Require Enrollment in Employer HDHP to receive Employer Contributions? Yes No

Plan Description

REIMBURSEMENTS

Allow Participant Reimbursement Requests Online: Yes

CUSTODIAL

Custodian:	HealthcareBank		Cash Account		
Setup fee	$	0	Minimum opening amount	$	0
Monthly maintenance fee	$	0	Cash Minimum	$	2000
Interest rate on cash account	%	0	Investment to Cash Trigger	$	2000
Sweep minimum	$	100	Cash to Investment Trigger	$	2000

* = required field

You must select "Submit" to complete this process and save your updates to the employer's account.

Submit | Cancel

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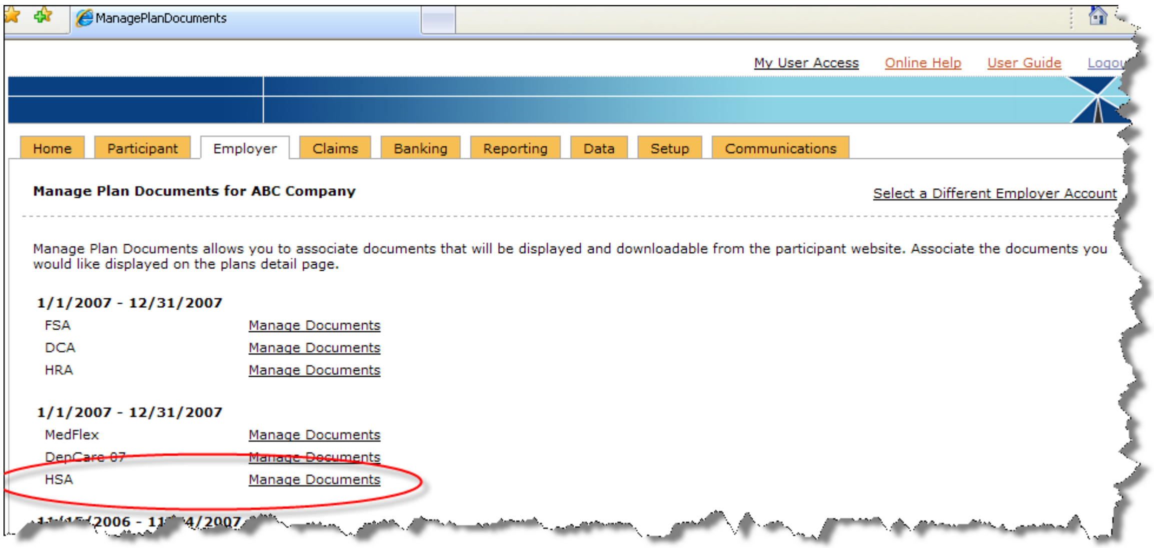
6.) Click on **Submit**

Step 2: Manage Plan Documents

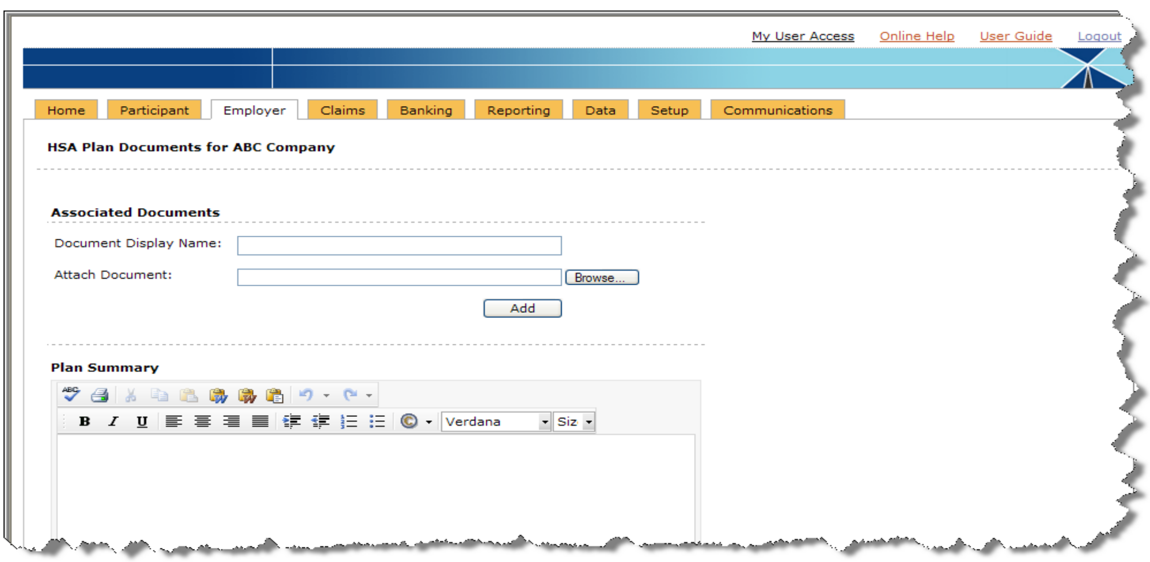
Once you setup a plan, it is important to be sure that the appropriate documents are included with the plan on the Participant Portal.

1.) From the **Employer** Tab, select **Manage Plan Documents**

2.) Find the appropriate plan year and click on the **Manage Documents** link



3.) Upload pertinent documents and add custom text as seen below.



4.) Click on **Submit**

Module 3 – Participant Management

There are no changes to the following areas of Participant Management:

- Participant Setup
- Search for Participant
- Reset Password
- Schedule Status Change
- Manage Payroll Deductions
- Manage Non-Discrimination Information
- Account Activity
- Manually adjusting past payroll deductions and contributions
- Canceling a transaction
- Making an adjustment
- Claim Confirmations and Notifications

The remaining features are outlined in the following pages.

Add HSA Enrollment

You can now enroll a participant in an HSA plan

1.) From the **Participant Tab**, select **Enroll or Update Enrollment**

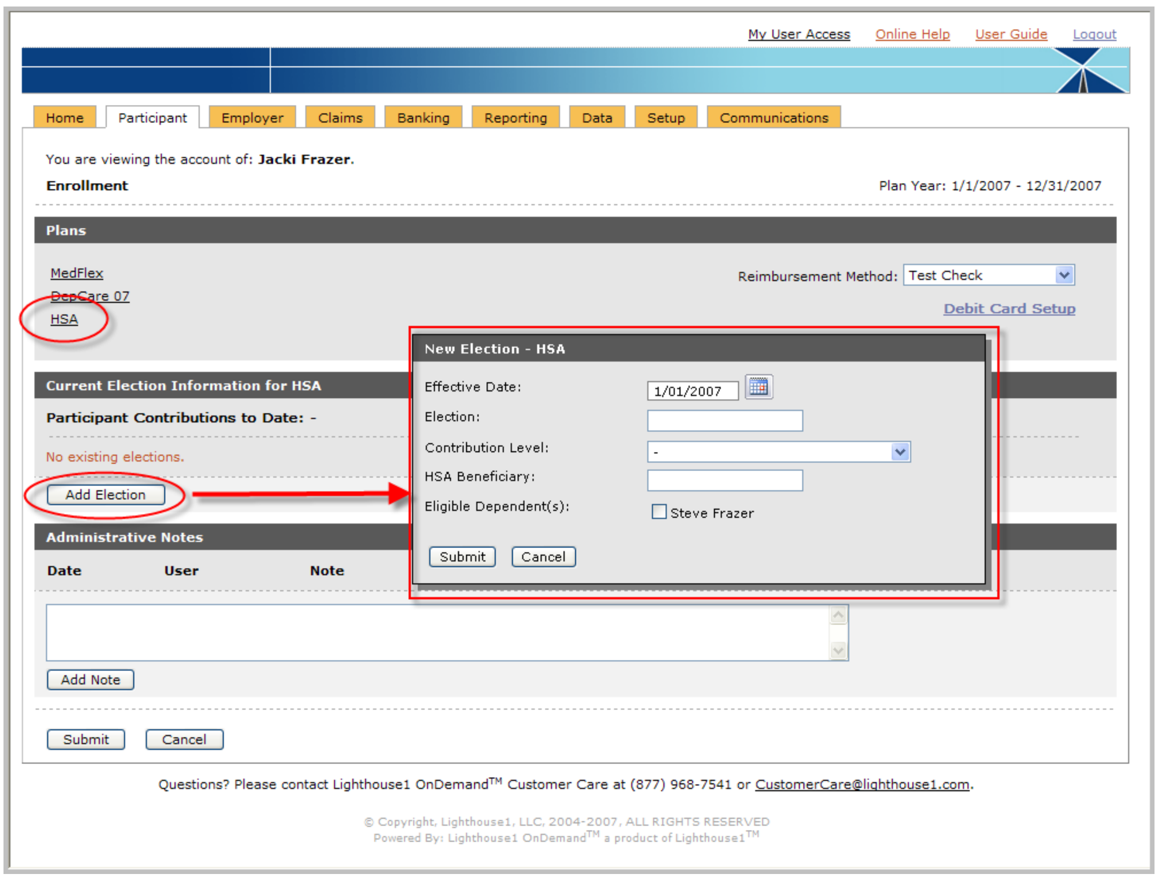
2.) Click on the **Plan Year** that you will enroll the participant for

3.) Select **HSA**

4.) Choose a **Reimbursement Option**

5.) Click on **Add Election**

6.) Fill in the election information as noted below



7.) Click **Submit** to complete enrollment

8.) You will receive a confirmation screen with **Enrollment Elections, Reimbursement Method** and **Enrollment Confirmation Letter.**

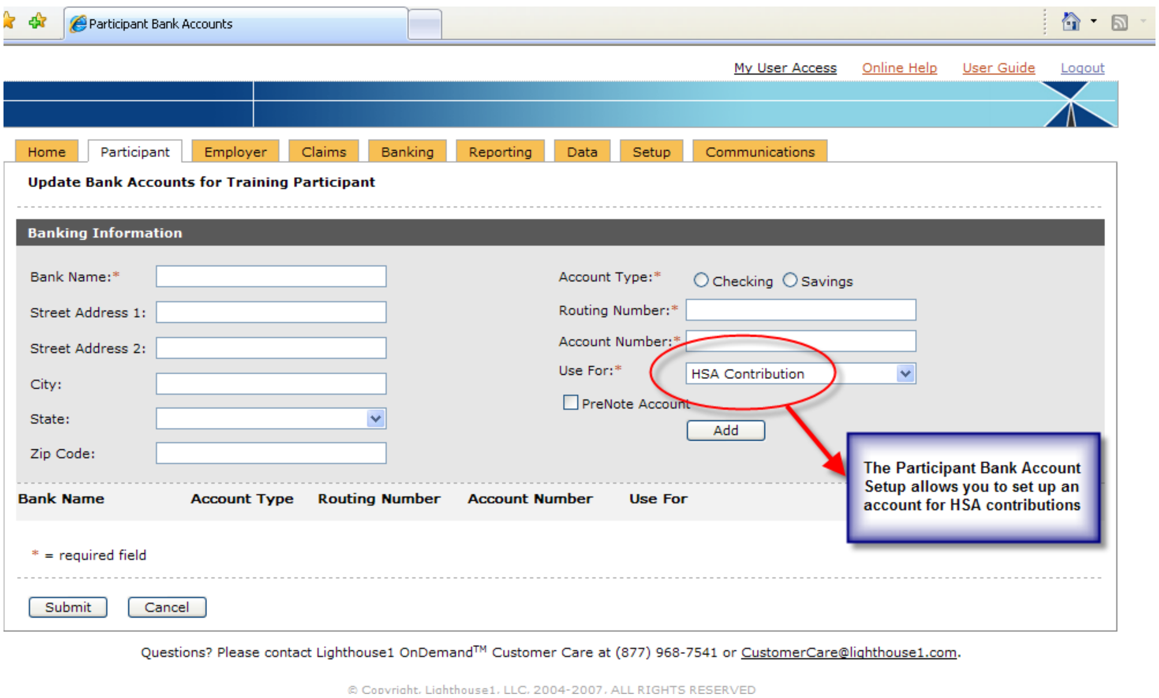
9.) Select **Submit** to confirm enrollment

Manage Participant Bank Accounts

The bank account set up has been updated to include an option for HSA contributions

1.) From the **Participant Tab**, select **Manage Bank Accounts**

2.) Fill in all applicable fields and set the **Use For** field to **HSA Contributions**

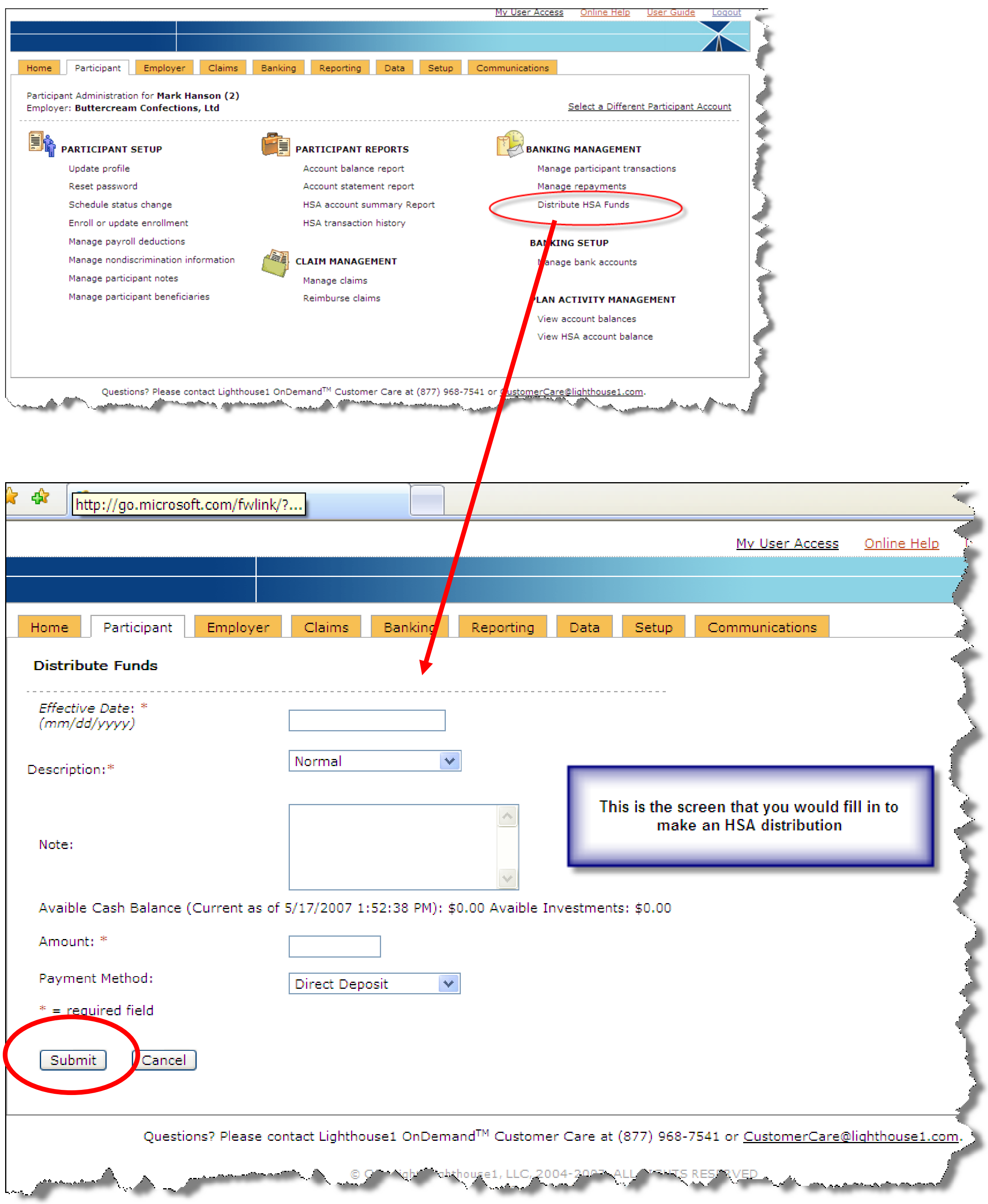


3.) Click on **Add**

4.) Click on **Submit**

Distribute HSA Funds

This is a new feature created for HSA functionality



Module 4 – Claim Management

The following features have not changed due to HSA introduction:

- **Claim Filing (Administrator)**
- **Claim Filing (Participant)**
- **Processing Reimbursements**
- **Printing Checks**
- **NACHA files**
- **Managing Repayments**
- **Account Activity Adjustments**
- **Processing Reimbursements and Creating the Files**

As new HSA functionality is introduced, these fields may be affected.

Module 5 – Reporting

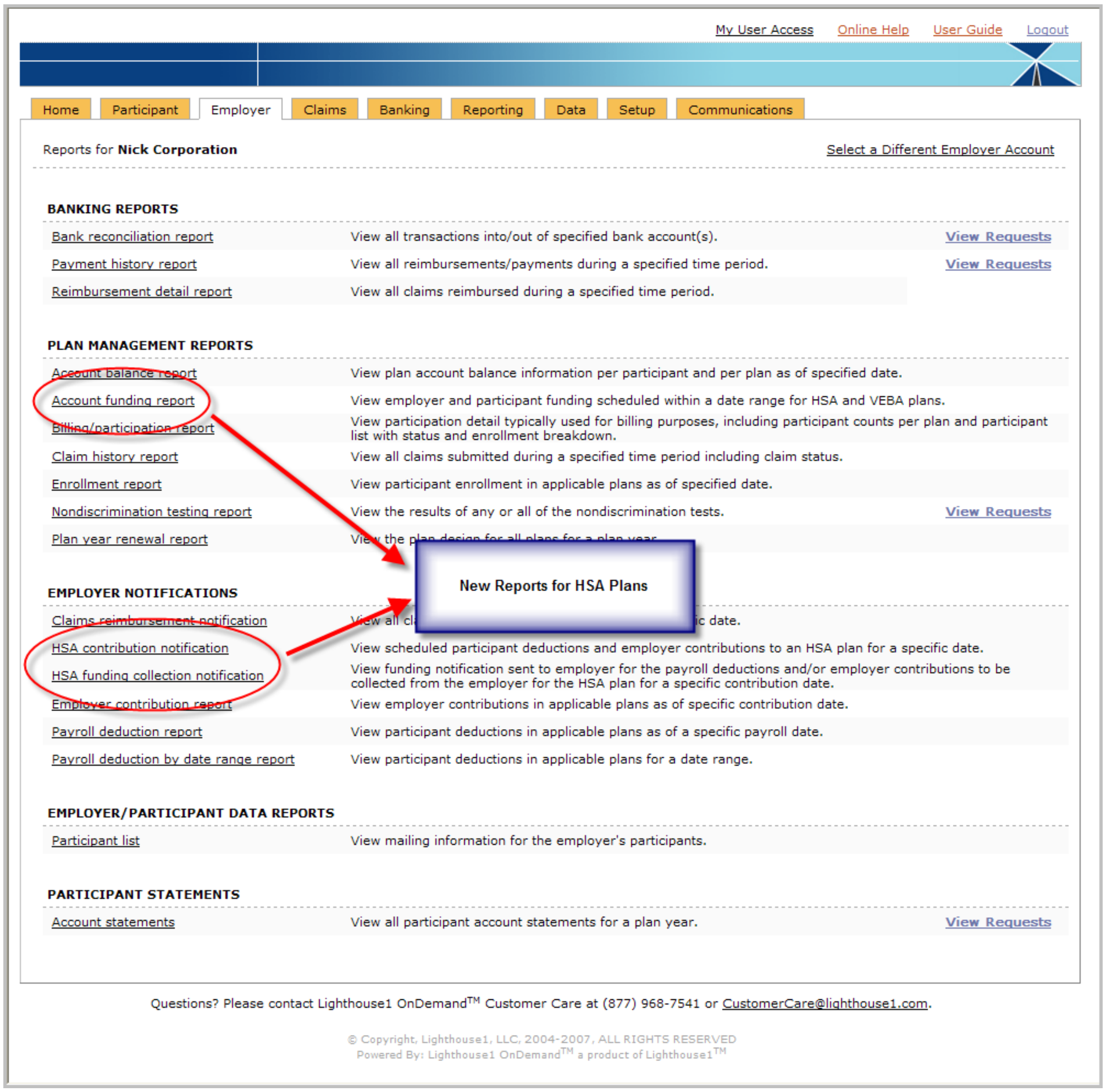
Global Reports (Administrative Level reports)

There are no changes to the Global Reports

Employer Reports and Notifications

There are several additions to the Reports and Notifications

1.) From the **Employer Tab**, select **Banking Reports**. All reports and notification options are shown.



2.) Click on the report or notification link you would like to generate

Participant Account Balance Report

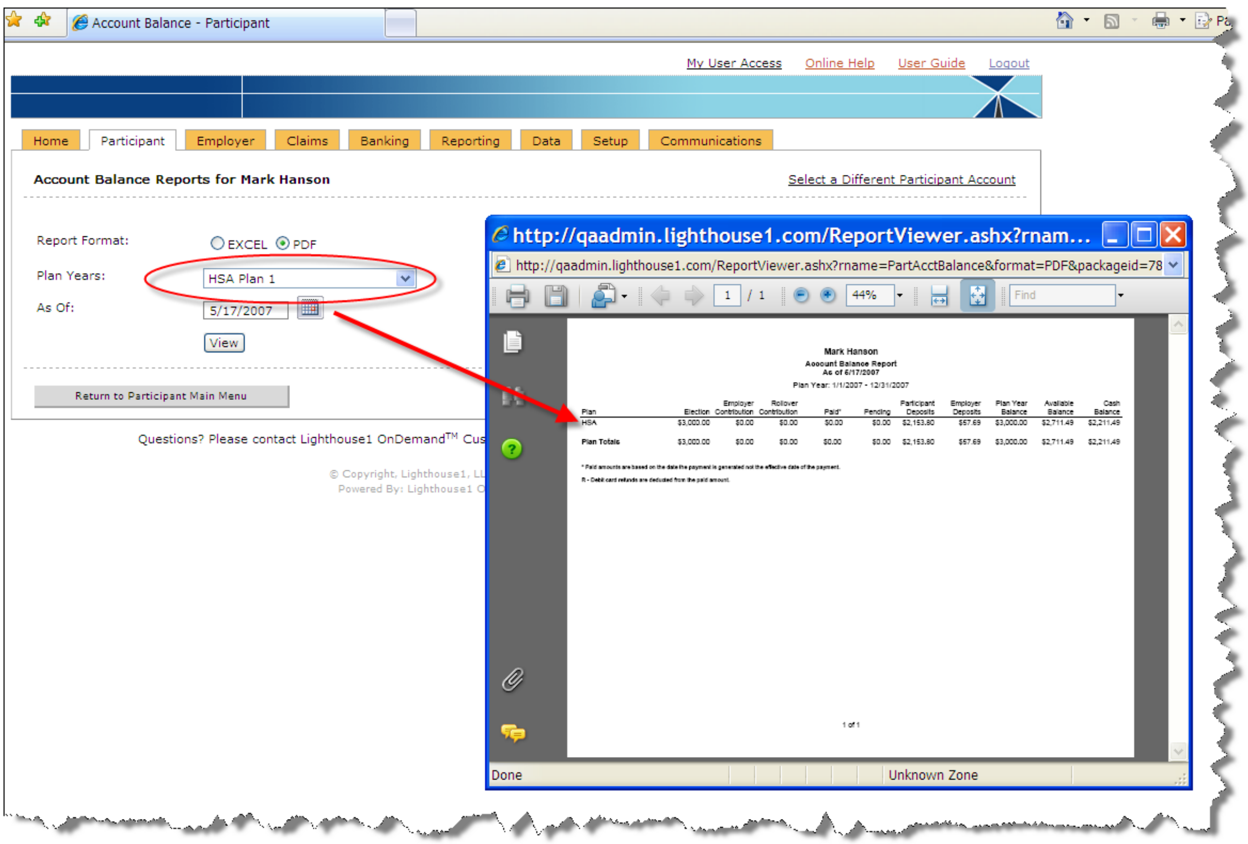
If an HSA Plan has been chosen, the Participant Account Balance Report will show contributions, deposits and elections for the HSA Plan

1.) From the **Participant Tab**, select **Account Balance Report**

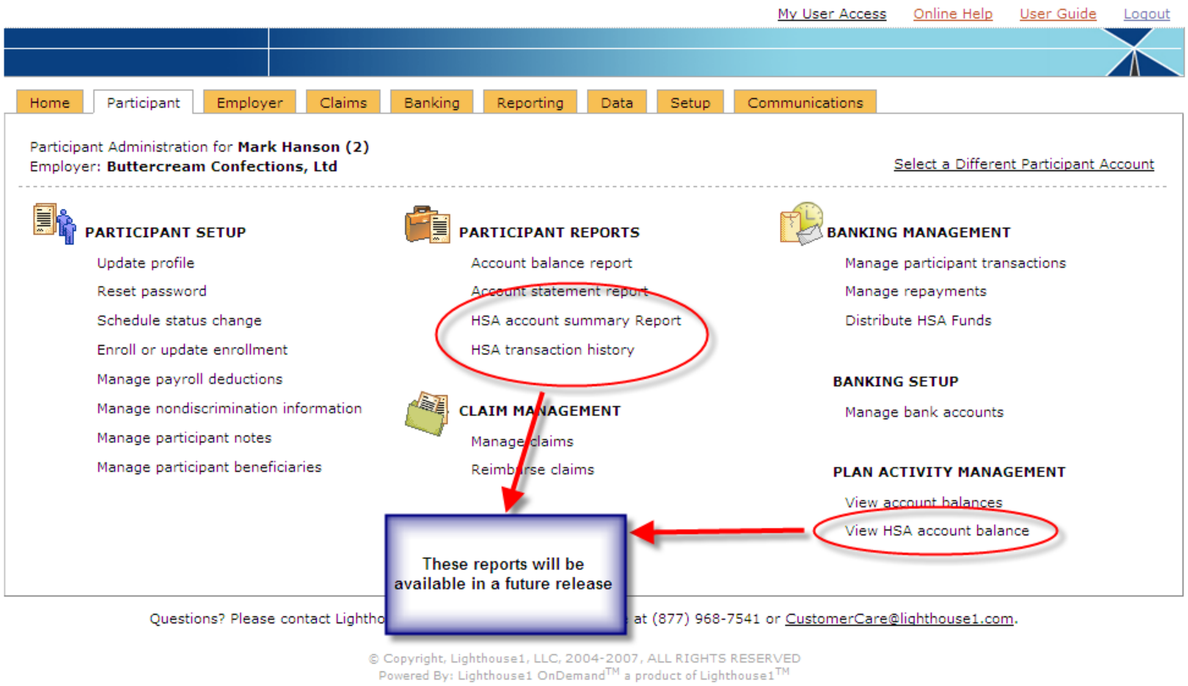
2.) Choose the Plan Year that you want to generate the report for

3.) Click on **View**

4.) The resulting screen will appear as below:



Account Summary and Transaction History Reports



Until the next release, the information will be shown on the **View Account Balances Report** (located above the View HSA account balance report as shown above.

