

343 – Retiree Health Care Authority

This file plan was developed to be a guide for Retiree Health Care Authority employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Retiree Health Care Authority. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

343-001 ENTITY'S OPTION NOT TO PARTICIPATE FILE:

Division/unit: Retiree health care authority

Maintenance system: Chronological by year, then alphabetical entity name

Record series content: contains ordinances or resolutions, etc.

Classification: 1.21.2.496 NMAC, Ordinances and Resolutions

[New - 01/22/2021]

343-002 PARTICIPATION COMPLAINT FILE:

Division/unit: Retiree health care authority

Maintenance system: Chronological by year, then alphabetical by participant surname

Record series content: contain complaint, status, memoranda, correspondence, referrals, responses, resolutions, etc.

Classification: 1.21.2.142 NMAC, Complaints

Confidentiality: Portions of record may be confidential.

[New - 01/22/2021]

343-003 DELINQUENT EMPLOYER AND LATE FEE PENALTY REPORT, MONTHLY:

Division/unit: Retiree health care authority

Maintenance system: Chronological by year

Record series content: shows today's date, delinquency month, third party administrator, account number, delinquent entity name, month, period, days late, total contribution late fee, accessed late fee, totals, etc.

Classification: 1.21.2.116 NMAC, Reports - General

[New - 01/22/2021]

343-004 DELINQUENT EMPLOYER AND LATE FEE PENALTY REPORT, FOLLOW UP/ACTION FILE: FILE:

Division/unit: Retiree health care authority

Maintenance system: Chronological by year, then alphabetical by employer name

Record series content: contains correspondence, memoranda, etc.

Classification: 1.21.2.105 NMAC, Correspondence - General

[New - 01/22/2021]

343-005 ISSUE/RESPONSE FILE:

Division/unit: Retiree health care authority

Maintenance system: Chronological by year

Record series content: contains issue in question, answer and or resolution, etc.

Classification: 1.21.2.105 NMAC, Correspondence - General

[New - 01/22/2021]

343-006 INSURANCE CARRIER/PROVIDER REPORTS:

Division/unit: Retiree health care authority

Maintenance system: Chronological by year

Record series content: show report date, carrier or provider name, claimant name, membership identification number, payee, employee or dependent, check number, drug name, drug days or quantities, actual costs, dispense fee, co-payment, subsidized amounts, etc.

Classification: 1.21.2.118 NMAC, Reports - Statistical

[New - 01/22/2021]

343-007 THIRD PARTY ADMINISTRATOR FILE:

Division/unit: Retiree health care authority

Maintenance system: Chronological by year

Record series content: contain retiree enrollment form, employer or employee batching, financial documentation, etc.

Classification: 1.21.2.202 NMAC, Enrollment - Benefits

[New - 01/22/2021]