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Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 03-9, Entering The Names of Family Members When Federal Employees Health Benefits (FEHB) Program Documents Are Processed

Date: October 21, 2003

To: Holders of the Payroll/Personnel Manual
Personnel Users Groups
Personnel Offices

This bulletin announces a change in how the names of family members are entered when Federal Employees Health Benefits (FEHB) documents are processed in the Payroll/Personnel Remote Entry System (PRES); Entry, Processing, Inquiry, and Correction System (EPIC); and Front-End System Interface (FESI). This change is needed for compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Currently, when the name of a family member is entered in the Name of Family Members field during the processing of an FEHB document, the format Last Name, First Name, Middle Initial (i.e., Dudley, John, W) is used based on the instructions shown on Form SF-2809, Health Benefits Election Form.

Effective with the processing of documents for Pay Period 20, when the name of a family member is entered for an FEHB document, the last name should be separated from the First Name by a space only. The current example shown above would be entered as "Dudley John". The Middle Initial is no longer required and should not be entered.

Additionally, if the family member's last name contains a suffix (Jr., Sr., III, etc.), the Last Name should be followed by a comma (","), the suffix, a space, and then the First Name. Using the example above, a name with a suffix would appear as "Dudley, Sr John".

Online Publications

The PRES, EPIC, and FESI procedures, which are available online at the NFC's Web site, have been updated to include the information in this bulletin. To view and/or print these procedures, go to the Web site (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List By Title/Chapter** or **List Acronym/Name**, and search for the appropriate chapter on the list provided. If you are unable to print from the Web, you can request a printed copy by submitting Form AD-1083, Request for Action for Procedures/Reports, to the address or fax number printed on the form.

Filing Instructions: File with the Title I procedure.

Expiration Date: When superseded

Inquiries

For more information on the FEHB Program and HIPAA, see the Office of Personnel Management Web site at www.opm.gov/insure/health.

For questions about policy/regulations, contact your agency/bureau representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about system access to Customer Support at **504-255-5230** or via e-mail to customer.support@usda.gov. Refer questions about FEHB/HIPAA processing to the Payroll Operations Branch at **504-255-3570** . Refer questions about this bulletin to **504-255-5322** or via e-mail to nfc.pvct@usda.gov.



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