



National Medical Support Notice

The National Medical Support Notice (NMSN) advises the employer of an order of support requiring the employee to enroll their children in available dependent health care coverage.

The NMSN consists of two parts:

Part A

The employer must complete and **return Part A to the Issuing Agency within 20 business days** after the date of the NMSN.

To complete Part A, the employer must review the numbered items in Part A, "Employer Response". Check the appropriate box:

- If the individual named on the NMSN is an employee and **dependent health care coverage is or will become available** for the children listed on the Notice, the employer must **complete item 9 and forward a copy of Part B** to the plan administrator **within 20 business days** after the date of the Notice.
- If the individual named on the NMSN is **not an employee**, or if **medical coverage is not available**, the employer must **check box 1, 2, 3, 4, or 5**.
- If the plan administrator indicates that **enrollment cannot be completed until after a waiting period** of more than 90 days from the date of receipt of the NMSN or the waiting period depends on another requirement, the employer must **complete item 7**.
- If the employee's **child is adequately covered by a 3rd party** or there is another reason the enrollment cannot be completed, the employer must **complete item 6**.
- If the employee is on an **unpaid leave of absence** the employer must **complete item 8**.

Part B

The plan administrator must complete and **return Part B to the Issuing Agency within 40 business days** after the date of the NMSN.

The actions taken by the employer depend on the information provided by the plan administrator on Part B:

- When the plan administrator indicates that **the children have been enrolled**, the **employer must begin to withhold any employee contributions** to the group health plan, to the extent allowed by law.
- When the plan administrator indicates that **the enrollment cannot be completed until after a waiting period** of more than 90 days from the date of receipt of the NMSN or the waiting period depends on another requirement, the **employer must notify the plan administrator when the employee is eligible**.
 - The plan administrator will then process the enrollment.
 - Enrollment is to be made without regard to open enrollment season restrictions.

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Online management has many benefits:

- Online receipt of NMSNs
- Online review and completion of NMSNs
- One-time establishment of your health coverage information (updating only as healthcare coverage benefits change)
 - Less data entry for online responses
 - Significant time savings over paper responses
 - Email notifications of pending NMSNs