1.0 Re-pointing OHI

1.1 Host and Child sites – Shared OHI and HIC

One site may be, unknowingly, re-pointing OHI and affecting another site's billing.

To avoid confusion on this issue, the following procedure is **recommended**:

- Print and view OHI list first, with attention to the coverage types

- Do any changes manually. Review coverage types of OHI and coordinate them with the appropriate HICs

- Establish a Point of Contact at all sites on the Host

- E-mail all POCs of any re-pointing to be done

- Preferably, one site on the Host should do the re-pointing

NOTE: When re-pointing, it is important to think through the process, since what is being changed may affect another site's business.

4.2 Review of DG Re-point OHI Batch Utility

The DG REPOINT OHI BATCH UTILITY is an existing secondary menu option.

The secondary menu option, "REP Re-Point OHI Batch Utility" [DG REPOINT OHI BATCH UTILITY], allows a user to re-point all Other Health Insurance (OHI) policies associated with a user-selected Standard Insurance Table (SIT) entry to a different user-selected SIT entry.

DG REPOINT OHI BATCH UTILITY is locked by the existing DG OHI MGMT Security Key. Users need to contact their local CHCS administrator in order to be "assigned" this security key.

After the system has finished re-pointing all of the selected policies, the replacement occurs only in the selected OHI records in OHI file # 8074. There is no change in the Standard Insurance Company file # 8192 without further user action as described below.

DO NOT DEACTIVATE HIC! When prompted on the Screen in CHCS, accept the default of "NO." If "yes" is answered, it will send a deactivation request message to DEERS. This would affect the entire HIC and all sites linked to the DEERS SIT. And the VPOC will restore the original HIC ID.