



## IC Memorandum 13-10

**To:** KEHP Insurance Coordinators  
**From:** Department of Employee Insurance (DEI)  
**Re:** Plan Participant Reporting  
**Date:** April 10, 2013

Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
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Frankfort, Kentucky 40601

Web Site: [kehp.ky.gov](http://kehp.ky.gov)

KHRIS has a tool that allows Insurance Coordinators to run a report of all Kentucky Employees' Health Plan participants. This report is HRBEN0073 Health Plan Costs. Instructions on how to run this report can be found in the [Benefits Administration User Guide](#) starting on page 116.

As a reminder reports should be run early in the morning or late in the afternoon when possible. Always use "Search helps" then select "K – Organizational Assignment" and enter your agency's organizational unit number when running this report. The screen shot below illustrates what this should look like before you click the green check mark then "Execute" in order to run the report.

This report will allow you to see what type of health insurance plan your employees have including waivers and/or plans with no employee cost. This report can be used as a tool to help reconcile billing issues as well as alert you to any outstanding terminations or changes that may need to be done. We encourage you to run this report monthly to help decrease billing discrepancies.

