

**Bob Holden**  
Governor



**Jacquelyn D. White**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
<http://www.oa.mo.gov/acct>

**Jack Dothage**  
Interim Director  
Division of Accounting

## **MEMORANDUM**

**TO:** Agency Payroll and Personnel Officers

**FROM:** Division of Accounting

**DATE:** December 30, 2004

**RE:** Change in Procedure for National Medical Support Notices

This memo **replaces** the procedures from the August 16, 2002 memo describing National Medical Support Notice Processing. This new process becomes effective after January 1, 2005.

Due to confusion in processing, we have coordinated with the health care administrators to make the process easier for all concerned.

The Office of Administration, Division of Accounting must process all National Medical Support Notice (NMSN) forms. **If an agency receives an NMSN that does not have “Agency Copy” stamped on it, you should immediately forward ALL pages of the document to the Division of Accounting.**

The Division of Accounting will process Part A of the NMSN and forward a copy, stamped with “Agency Copy” to the agency for file/information purposes only. We will also forward Part B of the form directly to the health care administrator, either MCHCP, MoDOT/MSHP Medical Plan, or Conservation Medical Plan. These administrators will contact the agency payroll representative regarding the correct health care enrollment that will need to be completed on SAMII HR. Agencies should NOT process any ENRL changes until this notification is received from the health care administrators.

By following this new process, the health care administrators will be notified of Child Support Health Care orders in effect; agencies will have less confusion on processing documents, and the State will be in compliance with court orders.

If you have questions about this new process, please contact Libbie Farrell, Central Payroll Supervisor, at [Libbie.Farrell@oa.mo.gov](mailto:Libbie.Farrell@oa.mo.gov) or at 573-751-1992.