

COBRA ADMINISTRATION MODULE



COBRA Administration :: Features & Benefits

Fully Integrated With Personnel Management Module

Employee participants and dependent participants are automatically moved to the COBRA Administration module following a qualifying event and subsequent election. All election details are transferred into the COBRA Administration module.

Tracks Contact Information

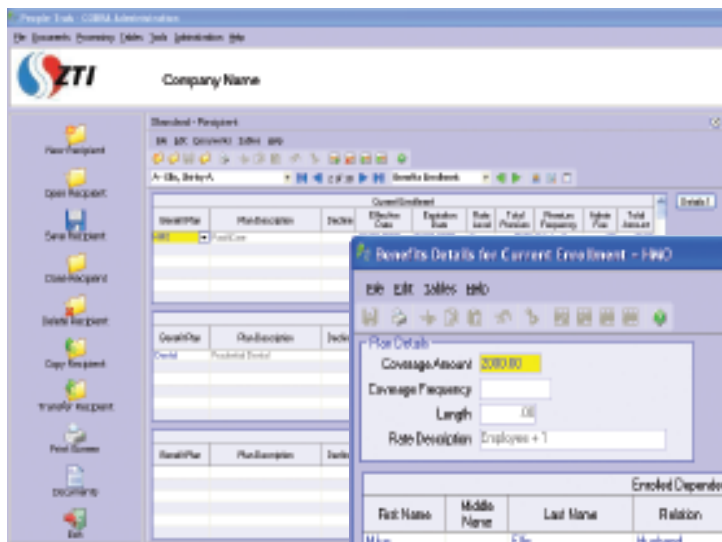
Monitor COBRA activities for former employees and dependents of employees who have been archived in the Personnel Management module.

Tracks Demographic Details

Create detailed reports regarding COBRA activity based on age, ethnicity, gender, nationality, and marital status.

Tracks Election and Coverage Details

Report on all election information including the qualifying event, notification dates, coverage length, and the reason for stopping coverage.



Tracks Current Benefit Enrollment

Allows reconciliation of carrier statements; provides for verification of coverage.

Tracks Payment History

Determine when to discontinue COBRA for an employee or dependent. You can query the last payment date.

Produces payment history reports for account reconciliation and participant inquiries.

Tracks Current Benefit Enrollment

Allows reconciliation of carrier statements; provides for verification of coverage.

Tracks and Computes Administration Fee

Ensures accuracy to the cent; ensures consistency between participants; utilizes any administration override between 0 and 2 percent; calculates exact participant premium.

Tracks Prior Enrollment

Allows verification of prior coverage.

Tracks Future Enrollment

Allows simultaneous entry of current plans with open enrollment for those participants active during a plan changeover; provides for reports and participant verification of enrollment prior to start of new plan year.

Enter Payment History in Batches

Saves time each month when participant checks are received; provides a detailed audit trail of payments recorded.

