

# REGULATORY COMPLIANCE

*We provide a cost-efficient alternative to compliance assistance, managing ongoing regulatory requirements on behalf of our clients.*

## COBRA ADMINISTRATION

As a trusted administration partner, we have provided COBRA Administration services since it became law in 1985. Our services include:

- Takeover of all current COBRA participants
- Initial notification letters to all new hires
- Qualifying event notification package
- Ongoing customer service upon COBRA coverage election
- Tracking of premium payments and due dates
- Submission of premium to vendors
- Termination notice after COBRA coverage period or due to premium lapse
- Compliance with program administration requirements
- Comprehensive COBRA activity reports

## EDI, PRIVACY, & SECURITY

In addition to providing HIPAA certificate distribution services, we are in full compliance with Electronic Data Interchange (EDI) and Privacy and Security regulations:

- A secure work environment to protect personal health information
- Trading partner interfacing
- Technical and operational compliance with program administration requirements
- Secure acceptance of electronic claims from plan providers