

COBRA/HIPAA Administration

COBRA administration must adhere to stringent regulatory guidelines and timeframes. The administrative approach followed by Parente HR Services is designed to mitigate risk through full regulatory compliance with these guidelines and timeframes.

At the same time, we understand that continuation coverage can be a source of confusion and stress for eligible participants. For these reasons, we strive to deliver clear, accurate and consistent information at each point of interaction— from initial eligibility to coverage reinstatement to the exhaustion of coverage under COBRA.

A Parente HR Services partnership in this specialized area helps ensure that your plans are compliant with all current and future IRS Section 125, ERISA and Department of Labor standards.

Advantages

- Full COBRA Administration Outsourcing for all transactions on all products
- Direct monthly invoicing to COBRA participants eliminates “gray areas” when it comes to payment responsibilities and process
- Monthly payment monitoring protects plan from unwarranted claims and premium exposure
- Premium billing reconciliation enables full accounting of COBRA membership
- Toll-free participant access to knowledgeable COBRA resources

Communications

- Initial COBRA notification issued to employees who are new to the benefits program
- Annual open enrollment materials to COBRA participants
- Qualifying Life Event notification/COBRA Enrollment packages
- Notice of Unavailability
- Termination of coverage notification

Compliance

- HIPAA Letter of Credible Coverage issuance

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