



## **COBRA Administration**

**COBRA REQUIREMENTS ARE MORE  
COMPLICATED THAN MANY EMPLOYERS  
REALIZE AND CAN EXPOSE COMPANIES TO  
COSTLY PENALTIES AND LIABILITIES.  
OUTSOURCING TO A THIRD-PARTY  
ADMINISTRATOR HAS BECOME STANDARD  
PRACTICE FOR MANY COMPANIES.**

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### **The benefits of outsourced COBRA administration**

- Minimize corporate exposure to liability and costly penalties
- Reduce COBRA claim costs through precise adjudication
- Ease tensions that may exist between a former employee and the employer
- Be assured your plan is up-to-date on all COBRA law changes, utilizes an advanced software system and employs experienced administrators
- Save time and reduce frustration for Human Resources staff

### **Chard Snyder Administration**

- Individualized coordination with company HR representatives
- Set-up of multiple benefit rates based on participant age, company divisions, multiple benefits plans or other parameters
- Establish plan member information on our COBRA tracking system
- Includes all rate and plan design changes
- Regular updates to plan member database
- Updates to COBRA Compliance System based on legislative changes
- Maintenance of operational systems and individualized billing
- Premium coupons sent to participants
- Confirmation of continued eligibility
- Monthly enrollment status reports
- All participant and dependent notices sent with proof of mailing
- Tracking of qualifying event and second qualifying events
- Duplicate HIPAA certificates sent up to two years after Qualifying Event
- Coordination with HRA and Flexible Benefit Plans
- COBRA enrollment confirmation sent to participant and carrier with confirmation to client
- COBRA premium collection, reconciliation, remittance and reporting to client
- End of grace period and termination letters printed and sent to participants
- Status and/or plan change confirmation letters sent to each affected Qualified Beneficiary
- Annual rate change letters sent to each pending or enrolled COBRA participant
- Premium collection activities for NSF, stop payments and partial payments
- Document archiving for seven years for proof of compliance

### **Web-based COBRA reporting software**

- Human Resources' direct access to COBRA information
- HR may add or terminate participants and monitor COBRA activity
- Create on demand reports with up-to-date information
- Check status of participant notifications, eligibilities, current plans, payments
- Participants may check personal information including contact information, eligibilities, current plans, payment status, etc.