

COBRA Administration Services

Benefits continuation requires employers to meet the increasing demands of a knowledgeable workforce, while satisfying ever-changing Leave of Absence and COBRA regulations. Through our partner, Ceridian, AvMed Health Plans is able to offer COBRA administration services to employers. The partnership will provide employers with the latest technology and regulatory information. Ceridian's system ensures program compliance, while delivering the best service experience available. Members receive easy-to-understand materials and a reliable source for answering their plan-related questions.



The AvMed Health Plans and Ceridian Partnership Program

AvMed Health Plans joined with Ceridian to offer COBRA services to businesses of all sizes. This program expands the suite of services we offer clients.

Ceridian is a leading multinational company that provides payroll and human resources solutions to more than 125,000 companies serving over 22 million employees worldwide.

Ceridian's mission is to provide employers with the most comprehensive HR solutions, helping our customers maximize the value of their people and focus on their business objectives.

To Learn More

To learn more about COBRA Administration Services and other AvMed business extras, please contact your AvMed representative, call **1-800-51-AVMED** or visit us at **www.avmed.org**.

COBRA Service Includes:

- Audit of your current COBRA population
- General notifications of COBRA Rights and Obligations
- Web self-service forms to submit qualifying events and general notifications
- Web reporting
- Qualifying Event notices
- Election processing via Web, IVR or paper form
- Consistent adjudication of COBRA eligibility
- Toll-free COBRA continuant hotline
- Toll-free customer hotline for direct access to a Ceridian representative
- 24-hour automated IVR and fax-back services with up-to-date information for customers/continuant
- Monthly premium billings and collection
- Monthly premium remittance with itemized reporting
- Participant Update Reports to customers detailing all COBRA activities
- Retention of proof of all critical transactions to demonstrate compliance
- HIPAA Certificates of Creditable Coverage and coverage termination notices as required for loss of COBRA coverage