

PROFESSIONAL COBRA AND RETIREE BILLING ADMINISTRATION SERVICES



The Medcom Benefit Solutions Advantage

- ✓ **Medcom Benefit Solution offers turn-key solution**
- ✓ **Medcom Benefit Solutions ensures a hassle-free implementation and smooth takeover**
- ✓ **Experienced and responsive professionals serving with excellence for over 30 years**
- ✓ **One fully-integrated and easy to use administration platform for all COBRA, Retiree Billing and Direct Billing**
- ✓ **24/7 Online Portal Access Employer and Participants**



COBRA Administration Services & Retiree Billing Services



Medcom Benefit Solutions offers professional services for COBRA Administration and Retiree Billing Services:

- ✓ Medcom Benefit Solutions is experienced and well equipped to comprehensively handle your administrative needs
- ✓ In-depth knowledge of federal COBRA requirements and Regulatory Compliance
- ✓ We provide premium payment coupons, receive and track payments, and notify participants of "short Premiums" and NSF checks - Retiree Billing coupons may be customized for monthly, quarterly or end of rate payments
- ✓ Medcom Benefit Solutions offers a variety of COBRA and Retiree Billing payment options including personal or cashier's check, money order, credit card and bank draft
- ✓ Carrier notifications and HIPAA certificates are provided when coverage is terminated, as directed by client
- ✓ Consolidated premium payments are returned to the plan sponsor and/or carrier on a monthly basis
- ✓ All federally required notices provided, including initial COBRA, COBRA election, open enrollment, qualifying event, short pay, conversion, extension, termination and other notices

Medcom Benefit Solutions In-Depth Reporting Capabilities:

- ✓ **COBRA and Retiree Billing** provide optional carrier notification and proof of mail reports at no additional cost
- ✓ Detailed custom reports covering any desired time period can be delivered to the web on specified timeframe
- ✓ Reports may be downloaded in Excel or PDF format
- ✓ **COBRA** provides standard daily online reporting of generated letters, member status, terminations, initial notices and paid through date
- ✓ **Retiree Billing** provides remittance and subsidy schedules, paid through date, member status, standard daily online reporting of generated letters