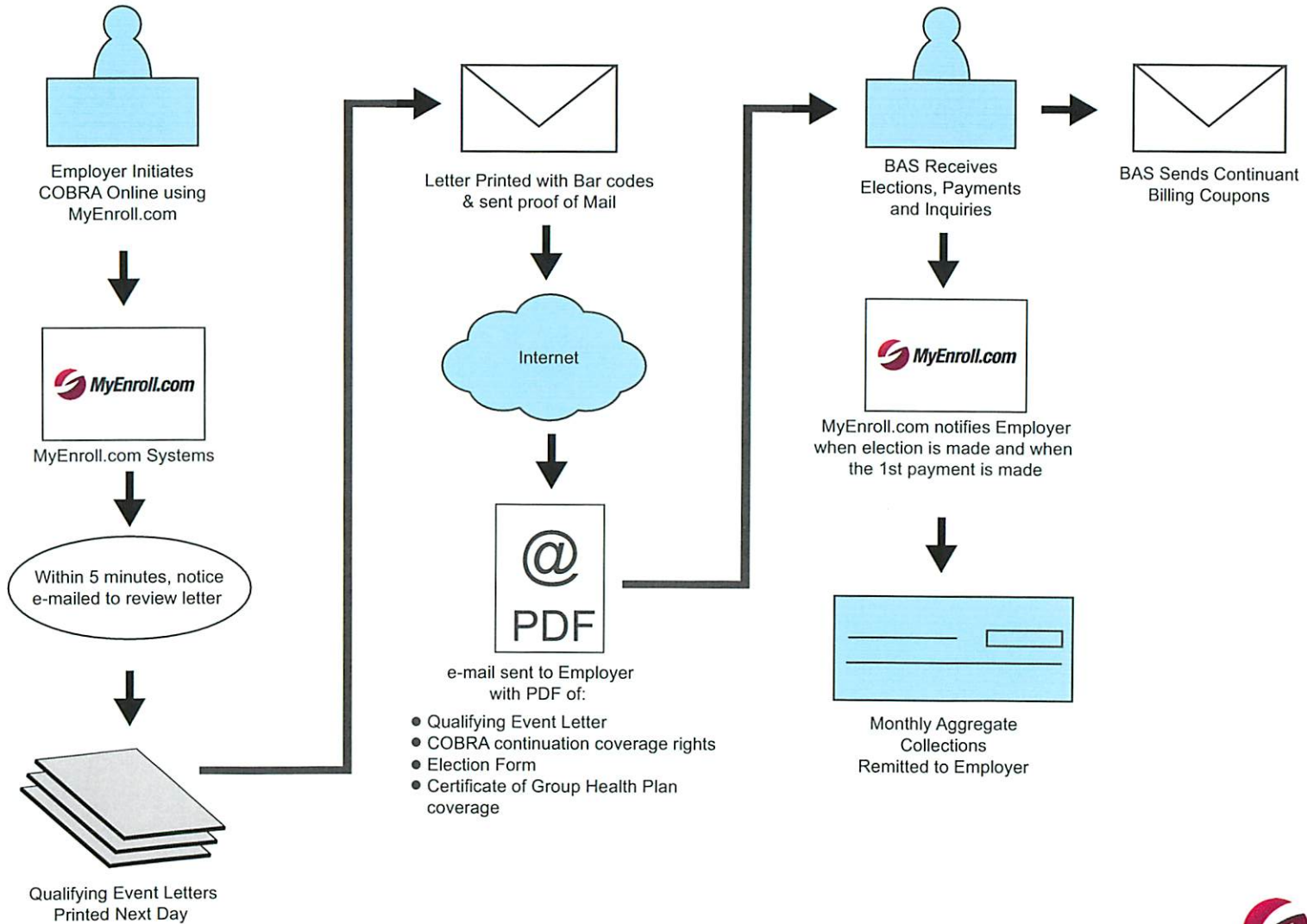


COBRA Processing





Executive Summary & Pricing - COBRA Administration

The following summarizes the process and services BAS provides for COBRA Administration

Setup (Performed by BAS)	
<ul style="list-style-type: none"> Group Plan, coverage, rates and eligibility rules data collection & setup Employee data collection & upload COBRA continuants – Premium accounting & conversion COBRA continuants – New billing coupons generated & mailed Discover and document operating procedures for premium shortfalls, payment periods, etc. 	
General Notices (Required by regulation)	
<ul style="list-style-type: none"> Define & document letter generation rules Prepare automation rules and letter printing Same day USPS first class mailing Retention of copy of Notice in PDF format in MyEnroll.com 	
Qualifying Event Notices (QEN”) (Required by regulation)	
<ul style="list-style-type: none"> Automated QEN printing from client’s online data entry HIPAA Certificates provided automatically with QEN’s and upon request BAS back office mailing via USPS Proof of Mailing of QEN’s Automated tracking of 60-day election period Automated letter notification to Qualified Beneficiary when no election made by end of 60-days BAS back office support services for collecting and processing elections Automated generation & mailing of premium billing coupons upon election form receipt Automated tracking of 45-day first payment period Automated termination of COBRA coverage when payment not made or insufficient within required 45-days or subsequent 30-day grace periods Retention of copy of QEN in PDF format in MyEnroll.com 	
Premium Collection Services	
<ul style="list-style-type: none"> BAS lock box collection service Payment check, invoice, & envelope imaging Monthly premium remittance to client with detailed accounting 	
Reporting Services	
<ul style="list-style-type: none"> All COBRA correspondence emailed to client as PDF “backup” Biweekly COBRA activity log Monthly COBRA Continuants Coverage summary Monthly premium collection & remittance report 	
Key Features	
<ul style="list-style-type: none"> Bar Coded documents for printing & mailing confirmation reconciliation All documents instantly imaged for document archival and 24/7 online access QEN’s sent via USPS Proof-of-Mailing All database records date/time & user id stamped for audit purposes All document images retained online for 7 years and off line indefinitely Client’s HR/Benefits administrators have 24/7 access to all COBRA accounts Additional document mailing options available for additional charge 	

COBRA Administration Services	Fee
Setup & Annual Renewal	\$100.00 (20+ employees), \$150 (<20)
General Notice Services (optional)	\$ 6.75
Qualifying Event Notice Services	\$ 34.00
Fee to Convert Active COBRA Participants to BAS System (1-time charge, per existing active COBRA participant)	\$ 10.00
Premium Collection Services (2% charged to participant)	\$ No Charge
Reporting Services	\$ No Charge