

Why Outsource Administration?

In today's ever-changing regulatory environment, updates to employee benefit laws occur seemingly every day, and COBRA is no exception. Most employers simply cannot keep up with changes to State or Federal laws. Others are not even aware that COBRA rules and regulations apply to them. Each error made in administering COBRA subjects you to a potential fine of \$110 per day per error.

Superior State maintains Errors & Omissions coverage for any errors made by us in the administration of COBRA regulation. We are proud to say that we have never had to make a claim against such coverage.

Direct COBRA Activities

- Initial Notifications by First Class Mail with Proof of Mailing
- Qualifying Event Notification by First Class Mail with Proof of Mailing
- HIPAA Certificate of Coverage Notification for Self Insured Plans
- Update Notifications by First Class Mail to Covered Qualified Beneficiaries
- Termination Notification upon nonpayment of premium
- Billing, premium collection, and remittance to Company

Other Services

- Maintain computer and/or physical records of all notices
- Maintain a database of qualifying beneficiaries to whom any notifications have been sent
- Provide employers with confirmation reports of all activities
- Notify employer of any discrepancies or conditions it discovers during the course of its operations that may require action by the employer
- Notify employer of known changes or updates relating to compliance with the Act



800-879-7752

www.SuperiorState.Net



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