



COBRA Administration

Why Leave COBRA Administration to the Pros?

Administrative Burden	Compliance Risks and Penalties	Unnecessary Use of Time
<p>COBRA administration is tedious and time-consuming with many administrative responsibilities such as:</p> <ul style="list-style-type: none">• Eligibility notifications sent• COBRA notices sent• Times lines manage• Billing and collections• Database maintenance• Creation of open enrollment packages• Much more! <p>Do you know what is legally required to be included in a COBRA Election Notice?</p>	<p>The risk of non-compliance can be costly for any organization who violates its' regulations. Here are just a few of the penalties that could be suffered from COBRA non-compliance:</p> <ul style="list-style-type: none">• Excise tax penalties of \$100/day (\$200/day if more than one family member is affected on COBRA)• Statutory penalties of \$110/day under ERISA (Employment Retirement Income Security Act)• Lawsuits	<p>By using your time to self-administer your COBRA, you are taking away from concentrating on what really matters—the strategic goals and operation of your business.</p> <p>Compare the small cost of outsourcing your COBRA administration vs. the cost of administering in-house. What is YOUR time worth?</p> <p>HRPro serves as main point of contact, relieving employers of responsibility.</p>

What do we do for you?

- Account/plan
- Initial letters: *New hires beginning at effective date*
- Monthly premium billing collection
- Monthly & online reports
- Takeover of QE's
- Consultation/support for employers/employees



- Provide web-based Interface
- Maintenance of databases
- All required COBRA letters
- Enrollment and eligibility processing
- Data archiving
- Terminated employees support
- Open enrollment packages (if requested)
- Standard postage and printing

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