

Your COBRA Compliance Review

Compliance Readiness

Administering COBRA and Premium Collection includes much more than just telling employees or dependents they can stay on your health plan, but COBRA doesn't have to consume your entire workday either.

Compliance Checklist

To get a better idea of your COBRA state of affairs, use the following checklist to see how well you meet the stringent IRS and DOL requirements ... or where you'll be making costly COBRA errors.

■ COBRA Compliance Requirements under TAMRA (Technical and Miscellaneous Revenue Act)

- Proof of COBRA training
- Written COBRA procedures (manual with instructions)
- Documentation of program design (when first subject to COBRA) and program updates (through present) based on competent professional advice
- Documentation of program monitoring, by a qualified independent third party

To pass the TAMRA portion of an IRS audit, all **FOUR** check marks are necessary

■ COBRA Notices (required unless otherwise specified)

- General Notice (required when employer is first subject to COBRA or participant is first enrolled in plan)
- Qualifying Event Election Notice
- Notice of Unavailability
- Extension Notice (recommended to confirm new period of coverage and communicate late charges)
- Conversion Notice (if applicable)
- Premium Billing Notice (recommended as grace period reminder and regular communication method)
- Notice of Early Termination of Coverage
- Notice of Insignificant Premium Underpayment
- Notice of Plan Changes (e.g., open enrollment and rate changes)
- Expiration Notice (recommended to confirm end of COBRA coverage)
- ARRA Subsidy Notice
- ARRA Special Election Notice
- ARRA Qualifying Event Election Notice
- ARRA Plan

FOURTEEN check marks indicate a complete COBRA program

■ Written Procedures

- Premium billing (recommended)
- Insignificant premium underpayments
- Complete and accurate disclosure to health care providers
- Coverage cancellation (voluntary and involuntary)
- Confirmation of correct election (recommended)
- Reasonable notice procedures for Qualified Beneficiary

SIX check marks indicate proper compliance

■ Documentation Systems

- Documentation of each notice sent (including proof of mailing)
- Documentation of COBRA dates (29 dates possible per Qualified Beneficiary)
- Documentation of notice language updates
- Documentation of procedural updates
- Documentation of events reported to employer/plan administrator for divorce/dependent events
- Documentation of payments received

SIX check marks may be necessary to **PROVE** compliance if challenged

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COBRA

COBRA Administration
COBRA Direct®
HIPAA Portability Service
Direct Billing for Retirees, Leave of Absence (LOA)
and Family Medical Leave Act (FMLA)

FRINGE BENEFITS

Flexible Spending Account
Transportation Reimbursement
Health Reimbursement Arrangement
Health Savings Account
Premium Conversion Plans

HIPAA SOLVED

HIPAA Privacy and Security Compliance

INFINISOLVED®

Enrollment & Eligibility
Consolidated Billing

PAYROLL

AGENCY RESOURCES

Broker POP Subscription Program
Agent Kit

WEBINARS

SEMINARS

COBRA
CDHC
HIPAA Privacy
Payroll

If you've completed the COBRA Compliance Review
and you scored less than 100%, Infinisource can help!

Please contact us at **800-779-6384** to find out more information.

www.infinisource.net