

Payentry Benefits

COBRA Administration Solution Guide

What is COBRA Administration?

Payentry Benefits COBRA Administration service handles the entire COBRA implementation process, from distributing notices and maintaining communications with beneficiaries to monitoring coverage periods and timeliness to collecting/managing premium payments.

The diagram illustrates the core functions of COBRA Administration, each represented by a yellow circular icon with a blue arrow pointing to a central software interface. The icons are: a clock for 'Coverage Monitored', a dollar sign for 'Payments Managed', a warning sign for 'Notices Distributed', and a speech bubble with a person for 'Beneficiaries Communicated with'. The software interface below shows a dashboard with various data tables and reports.

First Name	Last Name	Subscriber First Name	Subscriber Last Name	Qualifying Event	Qualifying Event Date	Event Notice Sent On	COBRA Coverage Period	Subscriber Service Total	Subscriber Balance	Created
Michael	HR	Richard	HR	Termination of Employment	04/11/2016	04/20/2016	Active	\$1,422.00	\$8,474.00	04/08/2017 04:20p EDT
Park	Marlene	Jae	Marlene	Divorce	04/08/2016	04/20/2016	Active	\$1,422.00	\$8,224.00	04/08/2017 04:20p EDT

First Name	Last Name	Employee ID	Employment Date - Start	Status	Created
Jean	King	001035	01/01/2016	Pending	04/08/2017 04:20p EDT
Jennifer	Lopez	1004	01/01/2016	Pending	04/08/2017 04:20p EDT

Advantages of COBRA Administration

- Saves Resources:** COBRA Administration is a time-consuming, manual, and paper-based process that can be outsourced and accomplished in a fraction of the time.
- Reduces Risk:** Help eliminate COBRA non-compliance risk, which can lead to fines equaling \$500,000 or 10 percent of your premiums by having an expert meet deadlines and track activity through audit trails.
- Prevents Awkwardness:** Let someone else handle the tough conversations and communication with beneficiaries like former employees or terminated dependents.
- Deeper Insight:** Analytics and reporting give you access to all initial and qualifying events, notices distributed, payments received and remitted, and more at your fingertips.

Product Features

- Automated Notifications:** Our system automatically tracks qualifying events and eligibility which means you'll be notified immediately when these events occur.
- Two-Click Approval:** Approving or rejecting a qualifying event is easier and faster than ever. In as little as two clicks, you can review and approve any beneficiary's qualifying event.
- Compliance Reporting:** Track notifications through the USPS, review initial and qualifying events, and see virtually everything audited within the system through standard reports.

Payentry Benefits

We've Got You Covered

Payentry Benefits provides an all-inclusive service that handles virtually all aspects of COBRA administration, which is completely connected with your payroll and HR data.

	Payentry	Others
Automatically Track and Identify COBRA Qualifying Events/Eligibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Distribute Notices & Maintain Communication w/ Beneficiaries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Collect / Manage Premium Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monitor Coverage Periods and Timelines	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A Trusted COBRA Solution for All Your Compliance Needs

Allowing businesses of any size to efficiently offer COBRA coverage to their employees, Payentry Benefits provides a reliable and secure platform to meet your specific business needs, all while helping maintain compliance with COBRA regulations.

1. Stay Notified About Qualifying Events

As soon as benefits data changes within payroll, we automatically detect it. You'll receive an email notification that includes the qualified beneficiary, the event type, and the date of the event. Simply click through to take action.



2. Review, Approve, and Reject Events

In as little as two clicks, you can approve or reject a qualifying event. You'll be given a chance to review the COBRA event type, the COBRA event date, the contact information of beneficiary, and the premium price.



3. Get Back to the Business of Your Business

Don't waste time on administration, free yourself or your team up to focus on more business-impactful and revenue-generating activities.



Potential COBRA Qualifying Event.

Dear John Doe

Payentry Benefits detected potential COBRA event(s) within your organization. Please click on the link or login to view and mark as appropriate.

Your timely response is appreciated!

Name of Qualified Beneficiary	Event Type	Date of Event	Date Event Generated
Employee 1	Medicare	04/07/2017 12:34p	Right Now

Sincerely,

Payentry Benefits
COBRA Administrator
www.payentry.com

[Review COBRA Events](#)

Employee	Event Type	Event Date	Created
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Daniella Fired	Termination Of Employment	04/05/2017	2 Days Ago
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Elena Georgiou (Employee William Carter)	Undetermined	02/24/2017	2 Days Ago

APPROVE COBRA QUALIFYING EVENT

Qualifying Event: Termination Of Employment | Date: 03/20/2016

Monthly Premium: 600.00

Daniela Fired Subscriber
 Larry Bruce Domestic Partner

Address: 123 oak street, San Francisco, California, 94117

Notes:

[Approve](#) [Cancel](#)