

Taking the bite out of COBRA

**Aetna COBRA Services
for Plan Sponsors with 20-299 Employees**

**Efficient COBRA
administration
that can help you:**

**Reduce risk
for penalties.**

Save time.

Save money.



We want you to know[®]



Escape the jungle of COBRA administration!

With its tangle of legal rules and timelines, it's difficult for even the most seasoned benefits expert to follow the federal health continuation law known as COBRA. COBRA's purpose is simple, but managing the strict compliance, billing and notification process is complex. There are:

- Mandated notification timelines
- Eligibility and payment tracking
- Coverage duration guidelines
- Record-keeping demands
- Changing regulations and more

So rely on Aetna for your COBRA administration. We offer a full range of COBRA services, including:

- General, qualifying event and early termination notices
- Automatic premium billing
- Monthly premium distribution to you and/or your carriers
- Member payment and nonpayment monitoring
- Eligibility tracking and reporting to your carriers
- HIPAA certificates
- Documentation of all transactions
- Online member access to COBRA information
- Coordination and assistance with your COBRA open enrollment and more

Experienced help at every stage

Our professional team can help you save time, money and help you reduce your risk for penalties. You'll have a designated:

- Implementation team to lead your set-up process
- Plan sponsor support team for ongoing support
- Call center to handle members' questions from 8 a.m. to 8 p.m. ET

We act quickly and stay involved at every step — from notifying individuals of their COBRA eligibility — to discontinuing the coverage of those who have exhausted their maximum period of COBRA coverage, or who have failed to pay their premiums.

Minimize your risk for fines and more

COBRA is an employer-directed law. Compliance mistakes can be costly. The IRS can fine you up to \$100 a day for each compliance violation for each COBRA beneficiary during the noncompliance period. Even if it's unintentional, you can face penalties up to \$500,000 a year.¹ Our stringent notification, documentation and record-keeping processes can help you reduce your risk for penalties. We can:

- Help you reduce privacy risks
- Customize COBRA notices for each specific qualified beneficiary
- Maintain federally mandated COBRA documentation
- Maintain all documentation with certification of mailing for all COBRA qualified beneficiaries

¹U.S. Internal Revenue code 26; Section 4980B, Failure to satisfy continuation requirements of group health plans, pages one and two.

- Provide Department of Labor initial notices to new enrollees
- Send Certificates of Creditable Coverage (HIPAA) to plan enrollees upon termination of COBRA
- Produce and mail conversion and termination notices before the end of the 18-, 29- or 36-month coverage period

Save time

There's enough on your plate without managing the details of COBRA. So turn to us for reliable:

- Eligibility, qualifying event, termination notices and more
- Access to up-to-date information through our secure website
- Billing and payment collection
- COBRA open enrollment and renewal assistance

Save money

Concerned about costs? According to a U.S. Congress policy report, average health care claim costs for COBRA qualified beneficiaries are about 46 percent higher than for active employees.² This can increase your health care benefits costs for your population.

Why carry the burden of those who no longer qualify? Rely on our:

- Payment monitoring system that can automatically terminate coverage for nonpayment
- Tracking process to ensure COBRA elections are made within established enrollment guidelines
- Eligibility system that tracks individual coverage periods

Account information at members' fingertips!

Getting up-to-date account information has never been better. COBRA members will enjoy online access to:

- View their account status
- Access payment history
- Initiate changes
- Maintain family member status
- FAQs and more

Contact your broker or Aetna representative for more information about Aetna COBRA Services.



²Congressional Research Report for Congress. Health Insurance Continuation Coverage Under COBRA, The Library of Congress, March 29, 2005.

We do more than COBRA administration.

Aetna offers the following additional products to help both you and your employees save money by using tax-free benefits to reduce employees' taxable income.

- Premium Only Plan (POP)
- Flexible Spending Account (FSA)
- Transit Reimbursement Account (TRA)
- Health Reimbursement Arrangement (HRA)



This material is for information only and is not an offer or invitation to coverage. Rates and benefits vary by location. HRAs are subject to employer-defined use and forfeiture rules. Information is believed to be accurate as of the production date; however, it is subject to change. For more information about Aetna plans, refer to www.aetna.com.

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