



# COBRA *by BASIC*



## Let Our COBRA Experts Help You Avoid Costly Compliance Pitfalls

Can you afford to leave your business vulnerable to penalties up to \$100 per day per qualified beneficiary?

### Maintain Compliance

Compliance is complicated and time-consuming, but BASIC's proven compliance program ensures consistent application of regulations each and every time. You can rest easy knowing BASIC's COBRA expertise has you covered.

### Save Time

As HR Professionals take on more roles, transferring the burden of COBRA to BASIC allows your HR Department to focus on things like health care reform and retaining and recruiting your company's top talent. With easy access to our COBRA portal, the process is simpler for your HR Department.

## Compliance Assurance

BASIC has a proven administration model and industry certified experts to ensure your ongoing compliance. We handle all the regulation timelines from set up to premium collection.

- Notification letters
- Qualifying event letters
- Premium billing and collection
- HIPAA certificates are included
- Management of COBRA elections, payment dates, and untimely submissions
- Rate change notices
- Termination letters

## Beyond BASIC

Our employer tools and superior technology helps free up your most valuable asset, time, allowing you to focus on your active employees.

- Data import files or online entry for new hires and qualifying events
- HRA premium calculations
- Real time access to elections, terminations and payments through our Employer Portal
- On-demand reporting
- Online COBRA participant portal
- Data security and documentation safeguards in the event of a natural disaster or system failure

## Expert Service

BASIC's COBRA Customer Service Representatives have always been industry experts, now they have the certification to prove it!

- No annoying call center
- Direct dial access to your assigned COBRA representative
- Your representative knows both the regulations and your benefit plans
- Free educational HR webinars presented by industry leaders monthly

## Added Value

Additional services are available for those employers looking for added support. These services are available a la carte for additional fees.

- Take over of existing COBRA participants
- Full management of adds and terms to insurance carriers
- Send open enrollment packets and/or Summary of Benefits and Coverage (SBC) to COBRA participants



- HR Benefits
- HR Management
- HR Services

## At BASIC, we pride ourselves on our attention to detail.

But don't take our word for it, read what our customers have to say:

“BASIC has provided Western Michigan University staff good, solid service on a daily basis for over eleven years. As the Director of Human Resources, I rely on BASIC to assist with the increasing challenges of COBRA regulations and Internal Revenue Code. Our staff has shown increased interest in our Flex plan, as we move to more of a cost sharing health plan. I look forward to many more years with BASIC as one of our reliable business partnerships.”

– Western Michigan University



For more information about any of our services or to speak with a sales consultant call 800.444.1922 x 3 or visit [basiconline.com](http://basiconline.com).

### Additional Services:

- BASIC Payroll
- BASIC FSA
- BASIC FMLA
- BASIC HRA



@Basic\_Online