

COBRAssist Reports

Department of Labor Notice Report

The Department of Labor Notice Report shows to whom we mailed a General Notice during the previous reporting period.

The General Notice is sent to newly covered persons and advises them of their rights should they experience a COBRA event. It is **critical** because it puts covered persons on notice that they must advise the employer of certain events that cause a loss in coverage. Such events include divorce and loss of dependent status under plan rules. The General Notice specifies that

the covered person must notify the employer of such events within 60 days.

This report serves as a crosscheck between the information you have sent us and the General Notices that we have mailed.

Please check the report to verify that it includes all of the people you indicated should have received a General Notice. If you do not receive the report then we have not sent any General Notices on your behalf. Please contact us if you believe there is an

PQB Benefit Plan Report

This report indicates people to whom we mailed an Event Notice. It may list people as:

- ◆ Pending
- ◆ Enrolled

Pending status indicates that the person has been sent an Event Notice and has not yet elected but is still within the allotted election period. The election period under COBRA is within 60 days of losing the coverage or the postmark of the Event Notice, whichever is later. For this reason you may see

a person in the Pending status on successive reports. People in the Pending status should not appear on your insurance billing.

Enrolled status indicates that the person has elected COBRA continuation coverage.

Please check the report to verify that the information you have sent to COBRAssist, inc. corresponds to the Event Notices that we have mailed. If you do not receive this report we have not sent any Election Notices on your behalf.

PQB Listing by Status Changed Date

This report shows who has terminated continuation coverage under COBRA. Reasons for termination include:

- ◆ End of maximum COBRA period
- ◆ Past due premium

The "Paid Through" date indicates the last date the person was covered. After this date you should not see the person on your insurance billing.

This latest issue describes the monthly COBRAssist reports. We e-mail or mail the 3 reports at left but mail the Voucher Report along with any premium payments each month around the 15th. If you have any topic suggestions please e-mail us.

Please notify COBRAssist of an event requiring us to send the General Notice or Event Notice by sending the Change Form by mail, e-mail, or fax within 30 days of the event.

Voucher Report This report details who has sent premium payments for COBRA continuation coverage during the current reporting period. If a person has mailed the premium to the employer we will note that payment as "Paid Company". Otherwise the amounts listed on the report should match the total of the checks that we will include with the report. As a further crosscheck you can compare the listing of employees on the Voucher Report to the list included on your billing from your carrier.

The report will also show you a sum total by insurance carrier regarding the premium amounts collected.