COBRA Administration
The Complete COBRA Administration

Virtually all U.S. employers with 20 or more full or part-time employees, who offer a health care benefit plan, are subject to The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Congress updated this law through passage of HIPAA in 1996 and again in 2008.

Under COBRA, employers are required to let plan participants, known as “qualified beneficiaries,” continue their health care coverage at the group rate for a specified period of 18, 29 or 36 months, depending upon the “qualifying event” involved. We help employers comply with COBRA requirements by providing comprehensive, yet easy to use web-based tools. These specific COBRA services include...

24/7 Web-Based Convenience
Professional Benefit Administrators offers a totally web-based solution that makes it very easy to:

- Add new employees and qualified beneficiaries
- Run a wide range of reports
- View the Qualified Beneficiary ledger
- View all available data-related options

Our web-based COBRA administration technology eliminates paperwork and time-consuming mail or fax transmissions. Employers simply log in and add employees and qualified beneficiaries with simple, easy to use tools. Entering the required data is faster than filling out forms and sending them to PBA. Phone calls you once made to relay changes or obtain status have been replaced by a fast, easy log in and online data look-up.

Notifications and Record Keeping
PBA's web-based COBRA solution makes it easy to notify all covered employees and spouses of their rights under COBRA as qualifying events take place. All correspondence is stored securely and coverage is implemented for qualified beneficiaries who choose to continue coverage. In addition, our technology makes it easy to notify Drug Card vendors of all COBRA-related activity.
Premium Billing and Collection
Costs of continuation coverage cannot exceed 102% of the applicable premium for the coverage period. In a self-funded plan, the premium can be calculated on an actuarial basis or by identifying the premium for a similar beneficiary during the current plan year and making appropriate cost of living adjustments.

In addition to entering information and viewing online reports, employers can review data on qualified beneficiaries, including...

- Personal and dependent information
- Event timelines
- Payment schedules
- Payment history
- Correspondence history

Qualified beneficiaries can enroll and complete transactions online and view information including...

- Enrollment status and time frames
- Update personal and dependent information
- Payment schedules and history
- Payment of monthly premiums online

COBRA Reporting Capabilities
PBA’s web-based COBRA solution gives employers the ability to generate and view a wide variety of reports on qualified beneficiaries, retirees and the overall impact COBRA is having on their benefit plan. These reports can be run on current data and exported to an Excel or PDF format. In addition to pre-formatted reports, employers can also create Ad-Hoc reports as needed.

Data Is Customizable and Secure
Our web-based technology provides for personalization of the COBRA administration system for your company, employer-sponsored group or specific benefit plan. Logos and color schemes can be integrated seamlessly to coincide with your day-to-day processing.

Get the Help You Need to Comply
PBA offers the administrative experience, regulatory knowledge and information technology to ease the burden of COBRA compliance. For more information on our web-based COBRA solution, talk to PBA today.