



## Tools & Resources

Benefits Consulting

Benefits Brokering

Benefits Technology

Account Management

Benefits Compliance

Relationship/Partnership

### General Outline of Services

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- ✓ Providing professional assistance with planning, brokering, implementing and monitoring the employee benefits programs and ensuring best practices and return on investment.
- ✓ Assisting with strategic planning, cost modeling and financial decision making. Identifying challenges facing the plan, and providing both short term and long term strategies to ensure competitive, cost-effective benefits. Reviewing, analyzing and reporting on monthly claims data, and providing actuarial services.
- ✓ Facilitating and negotiating the annual purchase or renewal of all employee benefits from qualified carriers best able to meet the needs of your business. Managing the benefits contract processes to include: Developing and implementing RFPs, negotiating, reviewing, and implementing contracts, and ensuring compliance with state and federal law.
- ✓ Assisting with annual open enrollment, including but not limited to managing project plans and timelines, contract renewals and changes, facilitating and attending employee meetings and focus groups, attending public meetings to present contracts, attending benefits and wellness fairs, and attending other meetings as requested.
- ✓ Maintaining oversight of the overall insurance strategy, including reviewing high cost claims and coordinating claims payment between the stop loss carrier and health insurance provider.
- ✓ Providing estimates and projections for budgeting purposes, preparing and presenting training materials, evaluating risk management options and presenting health/wellness related topics and activities.
- ✓ Assisting with Affordable Care Act (ACA) compliance, including but not limited to: Employee eligibility, 1095-C/1094-C forms and reporting, PCORI and reinsurance fee payment facilitation, and other government reporting.
- ✓ Assisting with Health Insurance Portability and Accountability Act (HIPAA) compliance, and all related benefits regulations. Providing regular compliance emails/newsletters of changes to employment related regulations.
- ✓ Assisting group members with claims disputes or appeals as needed. Assist personnel with administrative, contractual, enrollment, and billing disputes.
- ✓ Providing access to an annual national compensation and benefits survey, including data from similar public entities.