

COBRA Compliance Is Just A Phone Call Away!

Benefits Design Group, Inc. offers a full range of **COBRA** management services that encompass all stages of the election and continuation period for **COBRA** and applicable State Continuation Laws.

Because we understand the needs and budgets of smaller sized companies, we offer you the choice between two **COBRA** Processing Service options:

1) **“Monthly Service Fee”** or
2) **“Per Event Fee”**. Both options include full service **COBRA** Management.

To learn more about how Benefits Design Group, Inc. can assist you, contact our **COBRA** Processing Department Today!



**Call Us Today To
Discuss Your
Options!**

Our office hours are Monday through Thursday from 7:30 am to 4:30 pm and Friday from 7:30 am until 1:00 pm (CST).

Benefits Design Group, inc.

701 Sand Lake Road
PO Box 370
Onalaska, WI 54650

Phone: 608-781-2159
Toll Free: 1-800-342-8235 or
1-800-554-7213
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COBRA Processing Services For Small Business

Is Your Company COBRA Compliant?

“We Can Help You Become COBRA Compliant”



**Phone 1-800-342-8235
or 1-800-554-7213**

COBRA Compliance “It’s What We Do”

Benefits Design Group, Inc. is committed to providing excellent benefit resources to both employers and employees. It can be overwhelming to keep up with the ever changing Federal and State laws and regulations. Failure to provide proper notices on a timely basis can be an expensive lesson to learn. A violation of a employee’s **COBRA** rights can cost your company penalties of up to \$110 per day.

Benefits Design Group, Inc. can make your **COBRA** Management a breeze! Our knowledge and experience with processing and monitoring **COBRA** participants help employers remain **COBRA** compliant. It’s what we do everyday to help employer’s manage their paper flow and timelines required under Federal **COBRA** and State continuation laws.



Choosing Benefits Design Group to manage your COBRA needs allows you more time to do what you do best—Manage Your Business!

COBRA Notification and Monitoring

- ◆ Track all stages of the **COBRA** continuation period including letter and enrollment forms for each Qualified Beneficiary.
- ◆ Track information separately by department, divisions, or branch offices within your company. This allows you the flexibility to manage your data separately or overall.
- ◆ Transition and manage your current **COBRA** participants.
- ◆ Coordinate State mandated continuation with Federal **COBRA** continuation providing notification and monitoring those timelines.
- ◆ Provide premium payment coupons to Qualified Beneficiaries, receive, process and forward semi-monthly premium amounts to employers.
- ◆ Notify Carriers and Employers when a Qualified Beneficiary enrolls or terminates their continuation coverage.
- ◆ Generate and Mail HIPAA Certificates of Coverage when requested

Per Event Fee Option

- ◆ Eligible for Businesses with 50 or less Employees.
- ◆ Low cost set-up and annual fees.
- ◆ Pay per COBRA Qualifying Event.

COBRA Reporting

- ◆ Send premium rate change letters to all plan participants notifying them of new rates.
- ◆ Provide Initial **COBRA** Notices to your employees if requested.
- ◆ Provide Qualified Beneficiaries with notice of their conversion rights preceding the termination of the **COBRA** benefit period.
- ◆ Reports are provided monthly or more frequently if requested.
- ◆ We offer a wide spectrum of reports for tracking your **COBRA** continuation activity.
- ◆ Specialized reports are available upon request.

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