



**COBRA Administration
& Health Services, Inc.**

Services Offered:

- ✓ *General COBRA Notice to newly covered members*
- ✓ *HIPAA Provisional Notices to newly covered members*
- ✓ *Initial “Special Enrollment” HIPAA Notice to new hires, newly covered members*
- ✓ *Change in Status Notice for active employees*
- ✓ *COBRA Election Notices*
- ✓ *HIPAA Certificates of Creditable Coverage*
- ✓ Notification to health plans (i.e., termination requests, reinstatement requests)
- ✓ *Tracking of election timelines*
- ✓ *Collection of monthly premiums (coupon books utilized)*
- ✓ Customer service for COBRA members
- ✓ *Conversion Notices for terminated members*
- ✓ *Open enrollment communication to COBRA members*
- ✓ *Unavailability Notice for former employees not eligible for COBRA*
- ✓ *Early Termination Notice for COBRA members*

The services italicized above are requirements of COBRA and/or HIPAA, and noncompliance may result in various fines and penalties.