

## BENEFITS ADMINISTRATION INSOURCING ENHANCED PROGRAM EFFICIENCIES

With the demands of the Affordable Care Act and other external pressures, benefits administration is more challenging than ever. Tactical processes are time-consuming and program costs can escalate due to a lack of integrated resources and systems.

### Get Better Control of Your Benefits Administration

Corporate Synergies improves benefit program efficiencies with unmatched client consultation and vendor management services.

Our experts evaluate and optimize systems you already have in place. We research and consult on tools (such as technologies) to help you manage your benefits program more efficiently. Our consultation enables you to achieve improved program efficiencies via integration of best-in-breed payroll systems, and benefits administration and decision-support platforms.

Our insourcing support includes standard and optional compliance and risk mitigation services.



Corporate Synergies' **consultation** and **administrative tools** help clients **remedy benefit program inefficiencies**. Our services include **benefits compliance** and **participant advocacy**.

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We enable benefits administration cost control and effectiveness, regulatory compliance, and personal support of plan participants.

## Synergies360<sup>SM</sup>

Corporate Synergies takes a full view of the insurance landscape, studies it from every angle, pursues innovation where none exists, and transforms this deeper understanding into actionable strategies to protect our clients and their participants. We call our approach Synergies360.



For more information visit [corpsyn.com](http://corpsyn.com) or call **877.426.7779**

## A Look Inside Our Benefits Administration Insourcing Services

### Benefits Enrollment

#### *Corporate Synergies-provided Services that Improve System Integration and Process Control*

- Open enrollment, new hire, and life event enrollment capabilities
- Records documentation and audit trail
- Integrated insurance carrier and payroll files for accurate and timely enrollment/ payroll deductions
- *Optional:* COBRA administration (via preferred vendor Infinisource)

### Ongoing Benefits Administration

- Review and upload employee demographic data

### System Maintenance, Reporting and Training

- Requirement gathering, system updates and testing for plan design, benefits and rate changes
- Process management of programming and testing of carrier and vendor files
- Premium billing and self-bill reports
- Maintain audit trail and provide detailed activity reports
- Deliver online training to maximize system features and manage content

## Value-added Services Included with Core Brokerage and Consulting Capabilities

### Compliance Services

- Compliance assessment and gap analysis
- Review of benefit plan documents
- Development of plan document, Summary Plan Descriptions (SPD) and Summary of Material Modifications (SMM) documents
- HIPAA and COBRA compliance support
- Delinquent Filer Voluntary Compliance Program

### Employee Advocacy

- Inquiry response and claims issue resolution through our internal BenefitsVIP support center
- Plan utilization guidance
- Care provider research
- Healthcare coaching
- NurseVIP care coordination, clinical support and advocacy for sick and injured plan participants