



# UnitedHealthcare Benefit Services COBRA Administration

## Simplified Benefit Administration

Save money and lighten your administrative burden by offering COBRA administration services through UnitedHealthcare Benefit Services.

COBRA, or the Consolidated Omnibus Budget Reconciliation Act of 1985, enables employees and dependents who no longer qualify under an employer provided group benefit plan to continue insurance under the group benefit plan. COBRA applies to group health, dental and vision plans as well as medical flexible spending accounts, medical reimbursement plans, health reimbursement accounts, and some employee assistance plans. Qualified Beneficiaries must be offered the opportunity to continue the same type of coverage as they had with their group plan when certain “qualifying events” occur. COBRA notices must be provided to each beneficiary when coverage is first obtained, and when a qualifying event occurs and benefit coverage is lost.

## COBRA Administration Services

When you choose UnitedHealthcare Benefit Services for COBRA administration, you get streamlined COBRA administration for all your eligible plans, including outside carriers (e.g. Dental). We will service all your COBRA needs with assured compliance and efficient record-keeping. When a qualifying event occurs, you simply enter the qualifying event on the COBRA website, <https://www.uhcservices.com>, and we handle the rest.

- Employee support: Mailing of qualifying event notices with proof of mailing, written communication and reminders regarding account status (ie.; Approaching End of Eligibility Notice), monthly premium collections, and provide web portal access to the COBRA website, <https://www.uhcservices.com>.
- Employer support: Process COBRA billing takeovers once entered on the COBRA website, <https://www.uhcservices.com>, provide COBRA eligibility updates directly with the carrier(s), process qualifying event notices once entered on the COBRA website, provide monthly COBRA payment disbursements along with reports, provide web portal access to the COBRA website, and send proactive reminders for annual plan/rate renewal.

COBRA administration can be ongoing and complex, but all you will need to do is implement our COBRA program, notify us when a qualifying event occurs and we handle the administration work to ensure that your plan complies with COBRA requirements.

Contacts Us: Phone: 1-800-318-5311; Email: [cobra@uhcservices.com](mailto:cobra@uhcservices.com); Website: <https://www.uhcservices.com>