



BROKER SUMMARY OF SERVICES

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BROKER SUMMARY OF SERVICES

At GRABER & ASSOCIATES, we prove our value every day with the following comprehensive range of services:

DELIVER LATEST INFORMATION ON HEALTH CARE REFORM

- Provide guidance on requirements and notices
- Summarize key compliance deadlines and delays
- Email special alerts when requirements change

RESEARCH AND ANALYZE CLIENT'S GROUP BENEFITS NEEDS AND PHYSICIAN NETWORKS

- Review current plans and level of satisfaction
- Determine key person's objectives
- Collect census

SURVEY THE MARKETPLACE FOR APPROPRIATE PLANS AND CARRIERS

- Analyze available carriers and plans
- Evaluate and compare plans inside and outside of the Health Insurance Exchange
- Confirm that key person's physicians are in proposed network

PRESENT PLAN ALTERNATIVES THAT MEET CLIENT'S BENEFITS AND BUDGETARY NEEDS

- Prepare presentation
- Explain plan differences

DEFINE ELIGIBILITY

- Explain requirements for group coverage
- Identify acceptable waivers
- Review participation requirements

PREPARE MASTER APPLICATION, SUPPORTING DOCUMENTS AND EMPLOYEE ENROLLMENT

- Assemble group application, which defines the terms of the plan
- Include eligibility rules supplied by group with the application
- Collect enrollments completed by each employee, defining the employee's status and named dependents

EDUCATE EMPLOYEES ABOUT THEIR PLAN

- Install the plan upon acceptance by the carrier(s)

PREPARE AND MAINTAIN WRAP SPDS AND WRAP PLAN DOCUMENTS

- Prepare Wrap Summary Plan Description to comply with ERISA requirements
- Prepare Wrap Plan Document to comply with ERISA requirements
- Provide amended Wrap Documents in the event of any changes to ERISA-required provisions or material changes to plan information and benefits
- Provide distribution guidelines for Wrap SPDs

SUPPORT EMPLOYEE BENEFITS AND HR NEEDS

- Be available to respond to questions regarding the plan, claims and eligibility
- Keep clients ahead of the curve by notifying them of changes to the law regarding issues that will directly impact their businesses
- Provide customer support throughout the plan year related to matters such as enrollment changes, claims and insurance I.D. cards
- Provide support when COBRA issues come up (or mini-COBRA needs, depending on your state)

HELP WITH OPEN ENROLLMENT ISSUES

- Provide support at open enrollment time, including explaining choices and assisting enrollment

FACILITATE RENEWAL AND ELIGIBILITY VERIFICATION

- Provide explanation of renewal
- Design plan alternatives in line with budget and priorities