Medcom
BENEFIT SOLUTIONS

Compliance Checklist & Document Checkup

Compliance Checklist Conference Call

Our experienced compliance professionals will walk through a comprehensive checklist covering dozens of key compliance checkpoints to help you determine whether your program is compliant and where action needs to be taken to close gaps and clarify inconsistencies.

- ✓ Analysis of the employer's "size and shape" (employee count, type of business, etc.) in view of various regulatory requirements and potential exemptions
- ✓ Inventory of Health & Welfare plans and relevant compliance obligations
- ✓ Eligibility
- ✓ Voluntary Benefits
- ✓ Tax-Advantaged Benefits
- ✓ Wellness Programs
- ✓ Inventory of Plan Documentation
- ✓ Inventory of Required Notices
- ✓ Evaluation of Compliance Practices (Nondiscrimination Testing, Form 5500, Distribution of SPD, etc.)
- ✓ ERISA Compliance
- ✓ HIPAA Compliance
- ✓ COBRA Compliance
- ✓ FMLA Compliance
- ✓ ACA Compliance

Recommendations are outlined in a written summary that is typically one to two pages in length. The call works well as a stand-alone service, and we have also found it to be an ideal follow-up to the Document Check-Up. Combining both services provides a broad and multi-faceted diagnosis of the employer's compliance needs. More importantly, these services present an ideal opportunity to develop an action plan for achieving and maintaining compliance with applicable Federal regulations.

Document Checkup

The Document Checkup is designed as a cost-effective solution for identifying potential coverage gaps and conflicts in eligibility, termination of coverage, leave of absence, and other essential provisions. We provide a written analysis of key provisions in the employer's SPDs, Wrap Document, Cafeteria Plan, Stop Loss Policy, Certificates of Coverage, employee handbook, and enrollment materials.

The following areas are analyzed:

- Plan names/Plan numbers
- Effective dates
- Current and general compliance status of documents
- Eligibility provisions
- Paid and Unpaid leave provisions
- Termination of coverage provisions
- Potential coverage gaps
- Other common "problem areas"

The documents reviewed include the following:

- All of the current certificates of coverage
- Enrollment materials/plan summaries
- Employee Handbook
- Wrap and Cafeteria Plan Documents/SPDs
- Stop Loss policy (for partially self-funded groups)

Medcom's support team includes experienced benefits consultants, attorneys, actuaries, and other compliance specialists

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