

## Employee Benefits and Compliance Training for HR Professionals

### Session 1

#### Introduction to Employee Benefits & Compliance

- Federal Laws Impacting Employer-Sponsored Health & Welfare Plans
- Consideration of State Laws

#### Why Compliance is Important

- Federal Regulatory Agencies
- Audits and Enforcement
- Avoiding Penalties and Managing Compliance Risk

#### ERISA Fiduciary Overview & Plan Documents

- Employer Fiduciary Responsibilities
- Maintaining Compliant Plan Documentation
- Best Practices for Distribution of Documents and Notices to Employees

### Session 2

#### Benefit Plan Eligibility & Election Changes

- Open Enrollment
- New Hires
- Special Enrollment Rights
- Cafeteria Plan Election Changes
- Nondiscrimination Rules
- Other Compliance Considerations (ACA, Tax Code, HIPAA, etc.)

### Session 3

#### COBRA Overview

- Qualifying Events & Second Qualifying Events
- COBRA Time Frames & Coverage Periods

#### Applying COBRA Rules in Special Situations

- Medicare & COBRA
- Leave of Absence Scenarios
- COBRA & Severance Agreements

### Session 4

#### Leaves of Absence, FMLA, and ADA

- Overview of FMLA
- Navigating FMLA and ADA
- Best Practices for Managing Benefits During a Leave of Absence

### Session 5

#### The Affordable Care Act

- Overview of Market Reforms
- FTEs, Eligibility & Tracking
- Rehire Rules
- Affordability
- Employer Reporting
- Penalties & Enforcement

### Session 6

#### The Consolidated Appropriations Act

- No Surprise Billing
- Compensation Disclosures
- Annual RxDC Reporting
- Annual Gag Clause Attestations
- Mental Health Parity Requirements

### Session 7

- Overview of HIPAA & Privacy Regulations
- Best Practices for Compliant Employee Benefit Programs

### Fee Schedule

Select Sessions (each)	\$375
All 7 Sessions (total)	\$1,950

All sessions are presented by credentialed and experienced employee benefits compliance professionals in a virtual format, including a 45-minute presentation followed by a 15-minute Q&A period.

#### To request a proposal, contact:

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