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Course Outline

Basic Training...Employee Benefits

Prerequisites: None
Schedule: One-day session

Course Objectives

- Review the Concepts of Employee Benefit Plans
 - Understand the Legislative Environment Within Which Employee Benefits Administration Must Function
 - Employee Communications
 - Understand "Waiting Periods", "Change in Status", "Late, Special, and Open Enrollments"
 - Discuss the Impact of COBRA and HIPAA Regulations on Group Health Plans
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Module I – What is an Employee Benefit Plan?

- Defining an Employee Benefit Plan
- Types of Employee Benefit Plans

Module II– Employee Communications

- Summary Plan Description
- Plan Document
- Summary Annual Reports

Module III – Funding Arrangements

- Fully Insured
- Self-Funded
- Partially Insured

Module IV – Indemnity Plans vs. Managed Care Plans

- Traditional Indemnity Plans
- Managed Care Plans
 - PPO
 - POS
 - HMO/EPO

Module V – Other Welfare Plans

- Life Insurance
- Short-term Disability
- Long-term Disability
- Long-term Care
- Dental and Vision Benefits

Module VI – Flexible Benefits

- Cafeteria Plans
- Premium Conversion Plans
- Flexible Spending Accounts

Module VII– 401(k) Plans

- Eligibility and Waiting Periods
- Vesting
- Distributions

Module VIII – Federal Regulations

- COBRA
- HIPAA
- Mental Health Parity Act, Newborns' and Mothers' Act
- Women's Health and Cancer Rights
- Qualified Medical Child Support Orders

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3020 West Arrowood Road • Charlotte, NC 28273
(704) 522-8011 • Fax (704) 522-8105 • www.employersassoc.com