



This program has been approved for 4.0 re-certification hours toward PHR and SPHR re-certification through the Human Resource Certification Institute (HRCI). For more information about certification or re-certification please visit the HRCI homepage at www.hrci.org

COBRA / HIPAA Administration - Are You In Compliance?

Prerequisites: None

Schedule: One Half-Day session.

Course Objectives

Review the Key Concepts of COBRA and HIPAA

Understand the Legislative Environment Within Which COBRA / HIPAA Administration Must Function

Learn the Various Types of Qualifying Events; and What Notifications Are Required

Review and Understand the Various Timetables Within COBRA / HIPAA

Module I – The Purpose of COBRA

- The intent and scope of COBRA
- Penalties for non-compliance

Module II - Qualified Beneficiaries and Events

- Qualified Beneficiaries Defined
- Qualifying Events Reviewed

Module III – Notifications & Time Frames

- Discussion of the various notification requirements
- Review of sample notification forms
- Discussion of the various time requirements

Module IV – Terminating COBRA

- When is it appropriate to terminate COBRA coverage?

Module V – COBRA Premium Payments

- Due dates and grace periods
- Deficient / Insufficient / Late payments

Module VI – Communication with the Insurance Carrier and/or Claims Administrator

Module VII – The Purpose of HIPAA

- The intent and scope of HIPAA

Module VIII – HIPAA Concepts

- Limits on pre-existing conditions
- Prior Creditable Coverage

Module IX – The Effect of COBRA on Other Legislation

- COBRA and Flexible Spending Accounts
- COBRA and FMLA
- COBRA and HIPAA

Seminar Conducted by:

Robert Phifer and **Brian Black** from the law firm of **Haynsworth, Baldwin, Johnson and Greaves** will present us with important considerations in developing and implementing policies and procedures necessary to achieve and maintain compliance.