

## COBRA/Continuation/Direct Billing Plan Description & Enrollment Changes

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### Plan Descriptions

- Are any plans **termining** in the new plan year? (Choose One):
  - No
  - Yes
    - Please list terminating plan(s):
      - 
      - 
      - 
      -
- Are there any **new** benefit plans being offered during open enrollment? (Choose One):
  - No
  - Yes
    - Please list new plan(s)
      - Medical:
        - Group #:
      - Dental:
        - Group #:
      - Vision:
        - Group #:

### Enrollment Changes (Choose One)

- Passive
  - Carrier(s) will map to the most comparable plan(s) upon the direction of the plan sponsor/broker. **This must be communicated to BRI to update our system.**
- Active
  - Qualified Beneficiaries must complete an open enrollment form or their coverage will be terminated.

### Medical SBC's and ancillary benefit summaries

- Are SBCs and summaries available using an electronic link? (Choose One):
  - Yes
    - URL(s) to include in our communications:
      - 
      - 
      -
    - BRI will give alternative options to a hard copy to satisfy distribution requirements.
  - No
    - BRI will mail hard copies. Please only provide the page #s you wish to send to COBRA members. SBCs are 4 pages double sided. Benefit summaries should be condensed to only provide summary details in English. *OE fees are based on postage.*

## Acknowledgment

*I have reviewed the above details and verify that the plan information provided to BRI is correct to the best of my knowledge.*

Signature:

Date:

## Notes

Please review carefully.

- Participants will be instructed to contact their insurance carrier(s) for questions regarding coverage options and details.
- You may be asked to preview and approve open enrollment packets before BRI sends the final copy to members. This helps to avoid taking any corrective action after the mailing that may result in additional fees.
- If you have a file feed currently in production, any changes to the naming of the plans must be coordinated with your vendor prior to the renewal date. If our COBRA system holds plan names different than what are provided in the integrated file, the import process will be unsuccessful, and you will be notified of the errors and must resubmit. *This may cause a delay in processing COBRA Specific Rights Notices which follow federal guidelines and penalties.*