



# Direct Billing






## STREAMLINE PAYMENT COLLECTION FROM YOUR EMPLOYEES

Sometimes you need a solution outside of normal payroll deductions to collect premiums or other payments from current and former employees. However, billing individuals directly is often highly customized and can be complicated to manage.

What you need is a **Direct Billing** solution to simplify the management of these payments. Let BRI manage the collection and notification process so you can focus on more pressing business needs.

### DIRECT BILLING FLEXIBILITY

There are a variety of reasons Direct Billing may be necessary. At a high level, it occurs when you need to bill an employee or plan participant (usually for a premium) and are unable to collect the payment through payroll deductions. Common scenarios include:

-  Retiree billing
-  Employees on leave
-  Employees with fluctuating schedules
-  Part-time employees offered benefits
-  Voluntary benefits

**Configured to your unique needs:** During the implementation process, we take the time to understand what scenarios you face to ensure a smooth data transfer and setup process.

**Pro Tip:** To provide greater plan design flexibility, adjustments can be made to billing frequency as well as subsidies (if applicable).

### HOW IT WORKS

From payment detail to copies of participant communications, we have it all covered.

#### 1 DISTRIBUTION OF NOTICES

BRI will generate and distribute all letters and other applicable notices to participants using a schedule determined by the employer (e.g., monthly).

#### 2 PAYMENT COLLECTION

Participants can pay their bill online via ACH, debit or credit card, or by mailing in a check. Payments will be distributed to the employer on a monthly basis.

#### 3 REPORTS

Payment detail, billing history, census, receipts and current status reports are available 24/7 through our secure online COBRA Employer Portal. Data can be exported via PDF or Excel spreadsheet.

### COMMITMENT TO SERVICE

BRI provides every client a dedicated support team who will help to ensure you have a clear understanding of your plan and the self-service tools at your disposal.