



# COBRA *Administration Services*

*Making Your Health Plan Administration Easier*

MVP's COBRA administration services are intended to alleviate the administrative burdens from employers. Our hands-on approach enables us to be responsive and flexible to the needs of our business customers. We provide one-on-one attention and strive to exceed your expectations with our high level of personal service.

It's all part of MVP's complete solutions for you and your employees.

## **MVP's COBRA administrative services include:**

- Customized COBRA administration to fit your needs
- Generation and mailing of COBRA notices to all Qualified Beneficiaries
- Prompt reinstatement and termination of COBRA participants with insurance carriers
- Monitoring of election periods, payments, and eligibility deadlines
- Daily or monthly COBRA activity reports for employers...your choice
- Personal customer service
- Ability to coordinate numerous coverages with multiple carriers and multiple locations
- Expert maintenance of legal documentation for all COBRA activity
- Ability to provide HIPAA certificates when necessary

## **Advantages – for employers**

Let MVP take away the worry and administrative burden of COBRA administration and allow you to focus on your business. You'll feel confident our professional team is handling the work and you'll come to rely on our personalized service.

## **Simple to get started**

Talk to your Broker or MVP Representative. We'll work with you to set up your COBRA administration.

## **It's All part of Care About You**

COBRA Administration...from a name you know and trust.

**To learn more, call your Broker  
or MVP Sales Representative at  
1-800-TALK-MVP**