

BILLING NOTIFICATIONS



Billing notifications are created when there is an update or change that the Plan Administrator needs to be notified of in addition to their regular billing statement.

These notifications are automatically generated in WEBS, located under 'Billing Statements and Reports' on the left-hand side menu.

THE FOLLOWING TYPES OF NOTIFICATIONS ARE LISTED BELOW:

Employee Benefit Termination

This report shows members who will have one or more benefits terminating in approximately 2 months' time. The specific benefits that have their coverage ceasing are shown in this report.

Overage Dependent Application Form

This notification shows dependents who are reaching the minimum age for overage student status for the first time (age 22). An application form is generated and attached to the WEBS bill, and a Notification email is sent to the PA. It is the PA's responsibility to give the Application Form to the member to complete, then return to your Benefit Specialist for processing.

Overage Dependent Termination Reports

This notification shows dependents whose coverage for the noted benefits will be terminated because they have reached the allowable age limit regardless of their student status.

Annual Overage Review

This report is generated annually with the July billing statement. It shows employees with dependents that are over the dependent age maximum but under the dependent student age maximum, that have WEBS generated Overage Dependent forms that need to be completed and returned by August 31st of the current year. The Overage Dependent Forms that are required are included on the subsequent page(s) of the notification.

Member Benefit Reduction Reports

This report reflects all members whose benefits will reduce in approximately 2 months' time in accordance with the terms of the policy. The specific benefits that have their coverage amounts reducing are shown in the 'Benefit' column.

Optional Benefits Certificate/Member Advantage Certificate

This notification is generated when an Employee and/or their spouse has applied for Optional Benefits. This notification provides an overview of the Optional Coverage on the employee's record.

Non-Evidence Maximum Notification

This report shows members who recently became eligible for higher volumes of insurance based on their salary and the plan design, but for which medical evidence is required in order to qualify.

Notification of Premium Change Report

For benefits that are age banded, the premium change is often associated with the employee moving to the next age band. This report shows members who will have a premium change is approximately 1 months' time. The specific benefits affected are shown in the report.