

# Activity Flow For COBRA Administration

**1**

Your company must make initial termination from benefit plans & notify AdminPro of qualifying events within thirty (30) days via web portal or QE Notification form.



**2**

AdminPro will enter the information produce and mail all letters to the COBRA continuant and family.



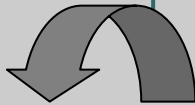
**3**

Elections (responses to initial Benefits Notification Letter) are received by AdminPro. AdminPro then bills the COBRA continuant and sends payment coupons.



**4**

On a continuing basis, premium payments are received by AdminPro and then are remitted to your company at month-end.



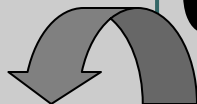
**5**

At month-end, in addition to the premium remittance check, AdminPro will produce letters, reports, & termination reports to notify you when continuants are to be removed from coverage. We will also charge the next months premium to each COBRA continuants account.



**6**

At your company's medical plan year-end, AdminPro will coordinate with the Qualified Beneficiaries (COBRA continuants) to notify them of the open enrollment period and new premium rates.



**7**

At the COBRA Administration plan year renewal, AdminPro will forward a service agreement for the upcoming service year.

**Admin**  
*pro*

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