OPEN ENROLLMENT CHECKLIST

Best practices for a *successful, compliant, open enrollment period.*

Essential Actions:

- Confirm all plan(s) details
- Determine which EEs are eligible for which plan(s)
- Decide what information to collect during enrollment
- Determine data to update
- Draft enrollment forms
- Draft required and update existing notices
- Create benefit summaries
- Distribute enrollment kits & collection forms
- Confirm benefit elections
- Integrate enrollment information
- Review enrollment results

Compliance Dashboard®

The Details...

- Verify dependent and spouse plan eligibility
 - Distribute Annual Notices
 - WHCRA
 - CHIP
 - ACA Grandfathered Plan (if applicable)
 - Medicare Part D (by Oct. 15)
 - Summary of Benefits & Coverage (SBC)
 - Non-discrimination notice
 - Wellness Plan ADA Notice
 - Notice of alternative standard for wellness incentive (if applicable)
 - Distribute Other Notices (verify necessity & timing: See Summary Chart)
 - COBRA (similarly situated individuals)
 - Flexible Spending Account (FSA) Rx reimbursement reminders
 - Summary of Material Modifications (if applicable)
 - HIPAA Notices of Privacy Practices (every 3 years or a change)
 - Summary Plan Descriptions (update & restate)
 - Coverage notice (exchange options)
 - Breach of unsecured PHI (as applicable)
 - Adverse Benefit Determinization (claim denial)
 - Recession of coverage (retroactive term/change)
 - MCSO or NMSN (Medical Child Support Notice)

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