

**PROCEDURE FOR TERMINATION
OF A PARTICIPANT'S
BENEFIT COVERAGE**

Once an Employer or Plan Administrator is aware of an employee's termination from their Health Care Benefit Plan, notification must be given to the TPA.

Whenever possible, notification of employee termination from the health care plan following termination of employment, must be given to the TPA prior to the effective date of termination. In a case where this may not be possible, the following examples will illustrate the time frame for reporting this termination:

- * the employee terminating employment beginning, middle or end of month and coverage terminates the end of this month - notification to the TPA must be received by the first (1st) of the month following termination and no later than the 10th of the following month.
- * employee terminating employment and coverage terminates the day employment terminates - notification to the TPA must be immediately.

NOTE*** Reporting termination to the TPA should be forwarded on a completed Termination/Cobra Qualifying Event Notification Form and the Group Monthly Summary Report.

The Employer or Plan Administrator will notify the TPA in writing by forwarding the appropriate Termination/Cobra Qualifying Event Notification Form) and Group Monthly Summary Report Form. The TPA will proceed with Cobra Notification where applicable. Given the appropriate time frame, should the plan participant elect to continue coverage under the Cobra continuation option, the Employer or Plan Administrator will be notified in writing by receiving a copy of the appropriate election form. When Cobra coverage is elected the plan participant will be reinstated on the health care plan, at which time coverage would be retroactive to the date of termination.

It is important to note, the plan participant notification of termination received from the Commercial or Municipal Employer/Plan Administrator after the above time frame may result in claim processing after termination. Thus, this late notification may result in excess claim liability by the said Group and/or Fund. Should the payment of a claim occur, reimbursement would be requested by the TPA with no guarantee that reimbursement would be received.