

**2021**  
**ABC Virtual Training**  
 Billing for Local Education & Local Government Agencies

Gena Bishop  
 Billing Manager

**PARTNERS FOR HEALTH**

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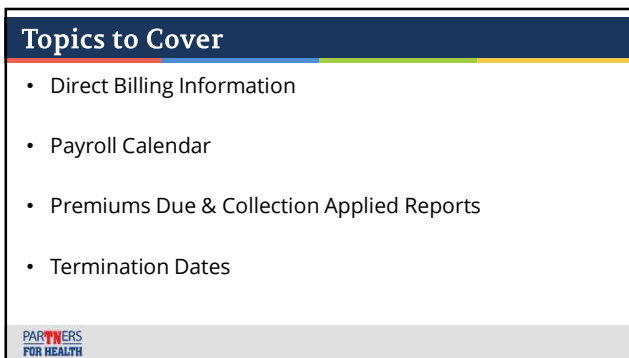
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**Topics to Cover**

- Direct Billing Information
- Payroll Calendar
- Premiums Due & Collection Applied Reports
- Termination Dates

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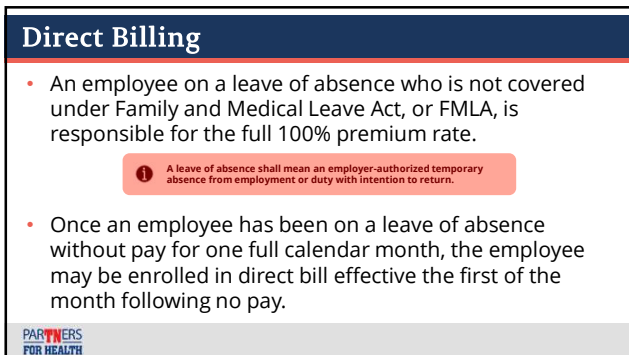
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**Direct Billing**

- An employee on a leave of absence who is not covered under Family and Medical Leave Act, or FMLA, is responsible for the full 100% premium rate.

**i** A leave of absence shall mean an employer-authorized temporary absence from employment or duty with intention to return.

- Once an employee has been on a leave of absence without pay for one full calendar month, the employee may be enrolled in direct bill effective the first of the month following no pay.

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### Direct Billing

- For an employee to be enrolled in direct bill or suspend benefits, a leave of absence form must be submitted to BA for processing.
  - Types of Forms:
    - Leave of Absence - Continue Coverage
    - Leave of Absence - Suspend Coverage

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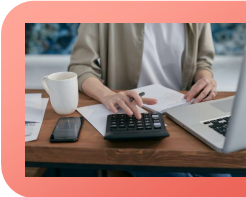
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### Direct Billing

- BA bills directly for the following:
  - Medical
  - Dental
  - Vision



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### Direct Billing

- If an employee has suspended benefits while on a leave of absence, re-enrollment in benefits is not automatic.

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### Direct Billing

- No action keyed in job data in Edison will place an employee on direct bill or suspend benefits.
- An employee's signature is not required to enroll in direct bill.
- An employee's signature is required to suspend benefits.
- BA does not retro-suspend benefits or enroll in 100% direct bill.



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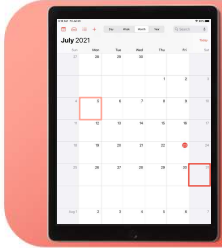

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### Direct Billing – Date Information

- The direct billing process runs once a month on or around the 5<sup>th</sup> for the upcoming month's premiums.
- Premiums are due the last day of the month for the upcoming month's coverage.

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### Payroll Calendar

2021		JULY					2021
Monday Jun 27	Tuesday Jun 28	Wednesday Jun 29	Thursday Jun 30	Friday	Saturday	Sunday	
				1	2	3	
4	5 <small>COLLEGE Independence Day</small>	6	7	8	9	10	
11	12 <small>LEIGHED Premiums Due report can be run for August coverage. Use 2104/21 for Payroll ID</small>	13	14	15 <small>None payroll for retirement paperwork with August effective dates - Central State agencies</small>	16	17	
18	19 <small>LEIGHED Premiums Due report can be run for August coverage. Use 2104/21 for Payroll ID</small>	20	21	22	23 <small>None payroll for retirement paperwork with August effective dates - LEIGHED agencies</small>	24	
25	26 <small>LEIGHED Premiums Due report can be run for August coverage. Use 2104/21 for Payroll ID</small>	27	28	29	30	31	



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### Payroll Calendar

- The agency's bill is confirmed on the first working day of the month.
  - For example, the agency's bill is confirmed on **August 2<sup>nd</sup>** for this year.
- The agency's bill is available to be pulled from Edison on the second working day of the month.
  - For example, the agency's bill is confirmed on **August 3<sup>rd</sup>** for this year.



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### Premiums Due & Collections Applied Reports

- Premiums Due Report
  - This is what BA anticipates billing an agency for the upcoming month.

2021		JULY					2021		
Month	Day	Month	Day	Month	Day	Month	Day	Month	Day
	1		2		3		4		5
	2		3		4		5		6
	3		4		5		6		7
	4		5		6		7		8
	5		6		7		8		9
	6		7		8		9		10
	7		8		9		10		11
	8		9		10		11		12
	9		10		11		12		13
	10		11		12		13		14
	11		12		13		14		15
	12		13		14		15		16
	13		14		15		16		17
	14		15		16		17		18
	15		16		17		18		19
	16		17		18		19		20
	17		18		19		20		21
	18		19		20		21		22
	19		20		21		22		23
	20		21		22		23		24
	21		22		23		24		25
	22		23		24		25		26
	23		24		25		26		27
	24		25		26		27		28
	25		26		27		28		29
	26		27		28		29		30
	27		28		29		30		31



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### Premiums Due & Collections Applied Reports

- Collections Applied Report
  - This is the agency's confirmed bill.

2021		JULY					2021		
Month	Day	Month	Day	Month	Day	Month	Day	Month	Day
	1		2		3		4		5
	2		3		4		5		6
	3		4		5		6		7
	4		5		6		7		8
	5		6		7		8		9
	6		7		8		9		10
	7		8		9		10		11
	8		9		10		11		12
	9		10		11		12		13
	10		11		12		13		14
	11		12		13		14		15
	12		13		14		15		16
	13		14		15		16		17
	14		15		16		17		18
	15		16		17		18		19
	16		17		18		19		20
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	19		20		21		22		23
	20		21		22		23		24
	21		22		23		24		25
	22		23		24		25		26
	23		24		25		26		27
	24		25		26		27		28
	25		26		27		28		29
	26		27		28		29		30
	27		28		29		30		31



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### Termination Date in Edison

- The last day of the month prior to when benefits are to end should be entered as the termination date in Edison.

Benefits End Date	Termination Date in Edison
8/31	7/31
11/30	10/31
5/31	4/30



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Any Questions?

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