



Employer / Union Sponsored Group Enrollment & Administration



Our Medicare expertise has allowed us to develop a comprehensive suite of administration tools that provide clients with an end-to-end solution that ensures full compliance with Medicare requirements.

Our staff possesses in-depth knowledge of the regulations and sub-regulatory guidance that have been established by the Centers for Medicare and Medicaid Services (CMS).

Enrollment / Eligibility

- Enrollment file production (to support claims adjudication)
- Daily TRR Files & Reporting
- BEQ Reports
- Error Reports
- Involuntary Disenrollment Report
- Locked Fields Report (demographic no change report)
- Null client TRR Report
- Participant Status Report
- Client Enrollment File Reject Report
- Attestation Report
- Pended Members Report (Aging Report)

BPO Services

- Retroactive enrollment processing
- Manual TRR processing
- Payment discrepancy remediation
- Avoidable TRR root cause analysis
- LIS discrepancy remediation
- Client requested analytics / ad hoc reporting
- Manual HICN corrections
- Client data clean-up
- Request for Information Support

Client Billing

- PM/PM Billing File (client billing file)
- PM/PM reconciliation

Late Enrollment Penalty (LEP)

- LEP Administration
- LEP Billing
- LEP Reporting

Premium Billing

- Member invoicing

Client Financial Reporting

- LICs Reinsurance Report
- LIS Billing & Register Report
- LIS Refund Report
- Monthly Risk Score by HICN Report
- EGWP Payment Summary
- Self Insured Direct Subsidy Report
- Fully Insured Direct Subsidy Report
- Payment Discrepancy Reporting
- Annual Reconciliation Support

Member Communications

- Letter Files
- RFI
- Denial
- TRR
- Opt Out
- LEP
- COB Surve

LIS Administration Including Split Premium

- BAE Report
- LIS Split Validation File
- LIS Split Report
- Acumen Match Rate
- Submission File
- Monthly LIS reconciliation analysis

HPMS Reporting Submission

- Quarterly Reports
- P2P Reporting
- DIR Reporting

Compliance and Audit

- EDV audit support and submission
- Audit support (internal, external and CMS)
- CMS Activity Report
- FWA Report

COB Administration

- Other Health Insurance (OHI) file to support COB
- MARx COB Processing and Reporting
- ECRS Submissions

Accounting Materials

- Plan to Plan AR / AP Reports
- GL File and reporting

GEMMS Features

- Designed specifically for Employer & Union sponsored PDPs and MA-PDs
- Designed and built by leading industry experts proficient in EGWP processing, auditing, consulting, and client installations
- Design reflects key EGWP features:
 - CMS Rule repository to ensure compliance (job one)
 - Flexible software to accommodate client specific rules, data and interfaces
 - File processing focused
 - Audit and controls hard wired into the system
 - BPO interfaces
 - Secured / scalable internet access for online enrollment management
 - Mail file creation and tracking
 - Operational reporting, including dashboards
 - Empowerment of client operation via reporting portal