

Noridian Benefit Plan Administrators Administrative Services

As part of our commitment to customer service, Noridian Benefit Plan Administrators (NBPA), can provide you with a complete administrative service package. Our flexible plan designs allow you to choose only the services you need. Fees for these services are disclosed on the Administrative Cost Summary page of the Plan Proposal. Any additional costs that may arise will be identified and explained to you before they are incurred. There are three sections in our service package.

Initial Implementation

- Coordinate the transition from your current plan
- Secure insurance and reinsurance coverages
- Provide all administrative forms
- Draft Plan Document and Summary Plan Descriptions
- Implement any prescription drug card, Utilization Review and Preferred Provider options
- Issue member identification cards
- Print Summary Plan Descriptions
- Set up banking arrangements
- Meet with employees to communicate new or updated information

Monthly Services

- Timely processing of employee status changes
- Accurate and efficient processing of claims within 10 working days
- Prepare detailed Explanation of Benefits (EOB) forms
- Prepare claims checks
- Distribution of claims checks and EOBs. Claim checks sent directly to providers and EOBs sent directly to employees.
- Direct communication between providers/employees and your claim examiner
- Professional consultation for non-routine and disputed claims
- Prepare and send detailed billing separating all plan costs
- Loss Ratio Report illustrating the attachment point and paid claims

Ongoing Reporting

- Prepare and file Form 1099s
- Provide Schedule A information for Form 5500 completion
- Provide Plan year-end reports for all aspects of your plan
- Perform consultation regarding new benefit legislation and its impact on your plan
- Review plan design and utilization
- Recommend and implement any plan changes

To help you track plan activity, NBPA can also produce more specific reports throughout the year, including:

- Individual claims listings
- Claim lag studies
- Turn-around time reports
- Payment per diagnostic code
- Cost savings reports (PPO vs. non-PPO)
- Top 25 providers

These reports are value-added tools that allow you to more closely follow plan activity. If you decide additional information about your plan's performance is needed, our sophisticated software can produce virtually any report you need to monitor plan performance.

Group Benefits Built to Fit

With NBPA, you get a complete benefit plan designed specifically for your business and employees. We take care of the benefit details, while you take care of business. That's why NBPA is the smart choice for self-funded employee benefit plans.



7801 E. Bush Lake Rd., Ste. 240
Minneapolis, MN 55439