

## Document Review

Employee benefit plans run on documents. In today's litigious environment it is critical that all documents involving benefit plans reflect the employer's intent and be accurate.

In our nearly forty years of experience, it is not often that we find that all documents have been prepared accurately and equally important, kept up to date.

Upon becoming an F&A client, you can expect your account team to do the following:

### **Proposal/Policy (Plan Document) Comparison:**

We will compare the proposals you based your buying decisions upon with the actual policies or plan documents issued by your carriers. Where necessary, we will obtain amendments from the providers to bring the relevant policies into agreement with the benefits you actually purchased.

### **Evidence of Coverage/Summary Plan Description Review:**

It is critical that the documents distributed to your employees accurately present and summarize the actual benefits they have. In the event of employee litigation, the courts routinely rule that what governs is not the policy or plan document but rather the actual communication material received by your employees.

Your F&A account team will carefully compare the policy and or plan documents for each benefit with the booklets which have been distributed to your employees.

**Ancillary Benefit Provider Review:** It is quite common for a health care plan to utilize ancillary providers for certain specialized benefits. Often, vision, pharmacy and mental health coverages are offered via a separate organization from your primary insurer. Each one of these organizations has its own policies, contracts and agreements. We often find that employers are both unaware of and do not have copies of these agreements.

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## Document Review (con't)

Your F&A team will obtain all of these agreements, analyze them to be sure they are providing the benefits you purchased, and pass them on to you for your review.

**Administrative Service Agreement Review:**  
The administration of self-funded benefit plans requires an administrative agreement between the employer and administrator. These are often custom non-standard agreements. As such, your F&A team will give them a very careful review.

**Funding Agreements:** Many benefit plans operate in accordance with special funding agreements. These agreements vary greatly in scope and may cover such areas as: dividend paying agreements, maintenance of premium stabilization funds and

retrospective premium agreements. Such agreements can generate both refunds to the employer as well as require supplemental retroactive premiums.

Your F&A team will carefully review any funding agreements you have and make sure that you are aware of all the terms and conditions. We will take particular care with agreements which may result in your incurring a supplemental premium liability.

