



## COBRA Administrative Services & Fees

Groups with 20 – 99 covered employees  
Effective dates July 1, 2012, through January 1, 2013

STANDARD SERVICES	FEES
Administrative Service Fee	\$0.75 per covered employee per month*
Minimum Monthly Fee	\$125 per month**
Initial Implementation fee	Waived
COBRA Qualifying Event Notice	No Cost
Transfer Fee	No Cost
Renewal Fee	No Cost
Custom Reporting Services	\$150 per hour (if applicable)
Documentation, Underwriting, and Actuarial Services	\$115 per hour (if applicable)

\*AmeriHealth Administrators retains the 2% administrative fee on premiums billed to qualified beneficiaries. Covered employees include active employees, retirees, and COBRA participants.

\*\*Based on combined administrative fees (PEPM and 2%).

OPTIONAL SERVICES	FEES	Please Initial as Acceptance if Elected
COBRA General Notice	\$0.25 per employee per month	
Premium Remittance	\$50 per additional carrier/administrator per month	

**This quote is valid through 90 days after the proposed effective date. It should be signed and delivered to AmeriHealth Administrators at least 30 days before the actual effective date of the service to allow sufficient implementation time.**

Full Legal Name of Employer: \_\_\_\_\_

Employer Tax ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Effective Date for COBRA Administration Services: \_\_\_\_/\_\_\_\_/\_\_\_\_

**The undersigned hereby acknowledges acceptance of the fees and services selected and authorizes AmeriHealth Administrators to begin implementation.**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_