

DEPENDENT

AUDIT

IN ORDER TO REMAIN COMPLIANT WITH HEALTHCARE LAWS AND MONITOR COSTS, MANY COMPANIES CONDUCT DEPENDENT AUDITS.



“A WHAT?” you might be asking. A dependent audit is an employer’s opportunity to verify that all employees’ dependents (children and spouses) on the company’s insurance plans meet eligibility criteria. These audits are a multi-stage process; eligibility rules are reviewed and employee correspondence is required, so please watch your email and home mailbox.

Most companies require additional dependent documentation from employees for verification. This may include a birth certificate, marriage certificate or any other documentation that your company and the Plan may require to meet dependent eligibility requirements.

Paying close attention to employer correspondence is key — failure to respond will result in the dependent losing coverage.



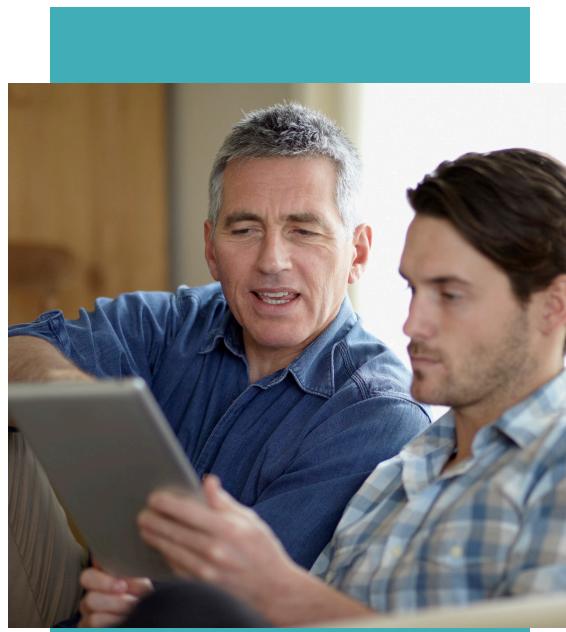
PLEASE WATCH
YOUR EMAIL AND
HOME MAILBOX.

NEXT

HERE ARE SOME FREQUENTLY ASKED QUESTIONS REGARDING DEPENDENT AUDITS.

WHAT DOES A DEPENDENT AUDIT ENTAIL?

There are various stages to this type of audit, and it's done to ensure that each dependent enrolled on the Plan is eligible to be covered. Employees receive correspondence explaining the eligibility rules, the dependent evaluation criteria, personal dependent information, and information on how employees can respond.



WHO CONDUCTS DEPENDENT AUDITS?

Some employers prefer to perform an in-house audit while others hire a third-party auditor.



WHAT STEPS DO I NEED TO TAKE?

Dependent audit steps will vary from company to company. Usually employees will receive numerous letters throughout the audit process, highlighting any action or documentation that is required. Common required documentation includes but is not limited to birth certificates and marriage certificates. Make sure to read the correspondence carefully and respond in a timely manner.

WILL MY PERSONAL INFORMATION BE PROTECTED?

The handling of sensitive information is very important. Contact your employer for more information regarding their dependent audit process and the security safeguards in place to protect your information.



WHAT HAPPENS IF I DON'T RESPOND?

Failure to respond and comply with the audit can result in possible removal from the Plan. Contact Human Resources for more information.