



Employer *Bulletin*

Employer Communication Center (608) 264-7900 Toll free: 1-888-681-3952 <http://etf.wi.gov>

Health Insurance Premium Reporting

The Department of Employee Trust Funds (ETF) has completed phase 2 of the Enrollment, Validation, and Payment Project (EVP), adding the Health Insurance Invoice System (HIIS) to the Online Network for Employers (ONE). For the next two months, while submitting paper coverage reports and payments as usual, you will have an opportunity to view the invoice that ETF would produce for you if the system was operational. It is important that you reconcile the contracts and premiums reflected in this invoice to your coverage report. **Any enrollments or terminations needed to correct ETF's eligibility database should be submitted as soon as possible to ensure accurate data and correct invoicing when the system goes live on September 1, 2009.**

HIIS produces an invoice for each employer on the first day of each month for the following month's health insurance coverage. We will send you an e-mail notifying you of the invoice (if we have your valid e-mail address). You are to review the invoice detail and determine if it agrees with your participation records. If you determine that changes are needed to the invoice, then you submit enrollments, reinstatements, terminations or deletions to update our eligibility database. A new invoice is created when we process your corrections. When you are satisfied the invoice is correct – you have until the payment due date – simply accept the invoice. If you haven't accepted your invoice by the fifteenth day of the month, we will e-mail another reminder. After the due date, if you have not accepted your invoice, the invoice will be accepted as-is, on your behalf. Any corrections to the accepted invoice will be made as retroactive corrections in the following month.

When the system is operational, accepting the invoice will transfer you to a US Bank website for payment of your premiums. Local employers and state agencies not using WiSMART will be required to submit premium payments through the Automated Clearing House (ACH) system. ACH payments will begin on September 1 for payment of the October 2009 coverage report due September 21, 2009. Once you have accepted your invoice on HIIS, you will be linked directly to a US Bank website, where you will be prompted to provide your bank account information and select a payment date.

HIIS includes the following functions:

Invoice and Payment Summary – This screen displays the total premium due with links to more invoice detail. From this screen you can link to the Invoice Detail screen to see the contract counts used in the invoice, the Contract Activity Screen to see enrollments, terminations, and retroactive adjustments included in the current invoice, or accept the invoice and continue to the payment process.

Invoice Detail – This screen displays contract counts and premium due for each health plan, grouped by employee type and coverage type. For state agencies, the Employee Reimbursement Accounts (ERA) administrative fee calculation is displayed at the bottom of the invoice detail.

Contract Activity – This screen displays contract activity that is included in the invoice. Enrollments, reinstatements, terminations and deleted contracts will appear on this screen along with the calculation of related prior month premium adjustments.

Note: A listing of the full contract membership by health carrier may be accessed through the Health Insurance Enrollment Inquiry screen on ONE.

Important Dates

July 2, 2009 – This is the beginning of the test period for August 2009 coverage reports. Please submit coverage reports and payments for August reports as usual. Authorized employees will be able to view, reconcile and accept the premium calculation produced by the invoice system. It is essential that employers use this opportunity to compare their payroll data to HHS while running in parallel with the current coverage report process. If the invoice produced agrees with your calculation, please accept the invoice. During this test phase, you will not be forwarded to the US Bank ACH screens for premium payment.

August 3, 2009 – This is the beginning of the test period for September 2009 coverage reports. Please submit coverage reports and payments for September reports as usual. This is your second opportunity to view the new invoice system and become more familiar with its operation. As in the previous month, this is a test system running parallel with our existing system. To ensure an accurate invoice when the system goes live on September 1, you should contact ETF for any coverage corrections needed. Again, we encourage you to accept the invoices if no changes are needed.

September 1, 2009 – The HHS will begin live production. Paper coverage reports and summary reports will no longer be required. All employers will be required to complete their monthly coverage reporting through HHS. Local employers and state agencies not using Wismart will begin making premium payments through the US Bank ACH system

ONE applications, including HHS, can be accessed online at <http://etfonline.wi.gov/one.html>. A completed *Online Network for Employers Security Agreement* (ET-8928), available on ETF's Internet site, is required to use ONE applications.

We will continue to provide updates on the implementation of HHS in the upcoming weeks.

As you reconcile your participation records to HHS, please fax your changes to (608) 266-5801, so that we may update the ETF database as soon as possible. Please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900, with any additional questions. If you have questions regarding access to ONE Applications, please contact Jim Krawczyk at (608) 266-3309 or e-mail james.krawczyk@etf.state.wi.us.