

Billing Services



We make *billing* easy.

Billing Services offers employers an easy way to manage a variety of billing and payment plans.

Let us handle it.

Billing Services offers employers a solution for managing thousands of transactions a day and a billing and payment process designed to handle a wide variety of corporate and commercial billing needs.

Our administration software is engineered to handle many complex combinations of billing and payment plan setups.

COBRA Premium Billing

Managing billing and payments associated with COBRA Continuation is often complicated and tedious. Our COBRA administration and compliance expertise can make short work of the bookkeeping and compliance complications that can quickly overburden a staff that may already be stretched too thin.

Billing Services can be an integral part of an Employer's COBRA or accounting teams.

Retiree Billing

Many employers provide insurance for their retired employees but it can be a drain on a company's resources because it's time-consuming to bill and collect payments on schedule, issue multiple late payment notices when necessary, record payments and so much more.

Billing Services processes retiree payments timely, accurately and efficiently.

More than bill collecting

We monitor, track and record participant payments that go far beyond the range of the benefit services we provide, saving employers' valuable resources for other tasks. Employers don't have to perform the billing and collection duties, we do. We also send out timely notices when payments are due, like first and second late payment reminders.

Billing Services we offer

We can process payments that go far beyond the range of the other benefit services we provide, including, but not limited to:

- COBRA Premium Billing
- Retiree and Leaves of Absence Billing
- FSA, HRA, and HSA Plans
- Prescription Plan Billing
- Life, Group, Voluntary and Dependent Life Insurance
- Chiropractic Care
- Accident Insurance
- Critical Illness
- Long Term Disability
- Student Medical Plans
- 401(k)
- Vision, Dental and Medical Plans
- Cancer Insurance

It's about your experience.

At Employee Benefits Corporation, we want your billing transactions to be easy. Each employer is assigned a dedicated Client Service Consultant, with a direct phone number and email address for quick contact. Our Participant Services Representatives are trained to understand billing from the employee, retiree or continuant's perspective.

Administration Services include:

- Initial set up in our administration software
- Ongoing, toll-free customer service support
- Dedicated Client Service Consultant
- 24/7 secure access to www.ebcflex.com
- Issue checks to employer monthly
- Provide online reports to employer
- Provide premium payment notices
- Collect premiums from enrollees
- Send grace period and partial payment notices
- Notify enrollees of any premium rate changes
- Ensure that all coverage is terminated as notified by the employer
- Maintain complete documentation archive

Billing Services features:

- Adjustable rate types per employee based on age, gender, number of dependents, coverage level and more
- Custom billing to best suit employer needs

Payments are accepted by:

- Online payments via debit or credit card
- Automatically debit payments from personal financial accounts (Direct Payment program registration required)
- Bank or certified check
- Money order

Comprehensive Reports:

With the account portal, reports are now available as a feature customized for employers. Billing Services Reports are available by logging in to My Account Administrator, our employer account portal.

Highly in-demand and requested by customers, these new reports make it easier to manage Qualified Beneficiary and billing activity, and provide information to help you complete federally required reporting

- ACA Report
- Continuant 5500 Report
- Remittance Report
- Billing Services Member Enrollment Status Report



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[Learn more about Billing Services.](#)

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