



## ALERUS COBRA EMPLOYER WEBSITE

### HOW TO RUN REPORTS

On the [Alerus COBRA Employer Website](#) choose **Imports & Reports** from the list on the left side of the screen. Under **Standard Reports** or **Accounting Reports**, a list of reporting options are available. Select the report you would like to run and choose applicable parameters for your report (if applicable). Parameters vary by report, and can include options such as masking the SSN, divisions, applicable plans, and effective dates. Available formatting options include Adobe Reader Format (PDF), Comma Separated Values Text File (CSV), XML File, or Microsoft Access Database File. Click **Run Report** at the bottom of the screen and navigate to the **Job Queue**. Once the status shows as Complete, you can download a copy of the report. You may need to click the **Refresh** button at the top of the screen for large reports. Below is a list of statuses that may be present on your reports.

Status	Status Description
<b>P (pending)</b>	This status applies to QB and to direct bill members <sup>1</sup> when election feature is enabled. The COBRA Specific Rights Notice has been sent to the QB or the SPM Welcome Letter has been sent (to the direct bill member). The member has not returned the election form (but is still in the election period), has not made any payment, and is not covered under the plan.
<b>PR (pending received)</b>	This status applies to QB and to direct bill members when election feature is enabled. The member is not covered under the plan but has sent their election form to the TPA without payment.
<b>E1 (enrolled and in initial grace period)</b>	This status applies to direct bill members when election feature is enabled. The member is currently covered under the plan and has made an initial payment within the initial grace period but still owes an amount to satisfy the complete initial payment.
<b>E45 (enrolled and in 45-day grace period)</b>	This status applies to QB members. The member is currently covered under the plan and has made an initial payment within the first 45 days of being covered but still owes an amount to satisfy the complete initial payment.
<b>Active</b>	This status applies only to direct bill members when the election feature is disabled. The member is currently covered under the plan and is not past due on any payments.
<b>E (enrolled)</b>	This status applies to QBs and to direct bill members when election feature is enabled. The member is currently covered under the plan and is not past due on any payments.
<b>TP (terminated pending)</b>	This status applies to QB and to direct bill members when election feature is enabled. The member did not return the election form within the election period or did not make any payment and was not covered under the plan. If you select this status type, enter a value in the terminated in the last number of days field. The default is 30 days. In the report, the system includes all QBs with a status of terminated where the status was changed to terminated in this period.
<b>TE (terminated enrolled)</b>	This status applies to QB and to direct bill members when election feature is enabled. The member was previously covered under the plan but either voluntarily dropped coverage or did not make a payment within the required time and lost their coverage under the plan. If you select this status type, enter a value in the terminated in the last number of days field. The default is 30 days. In the report, the system includes all QBs with a status of terminated where the status was changed to terminated in this period.
<b>Terminated</b>	This status applies to direct bill members when election feature is disabled. The member was previously covered under the plan but either voluntarily dropped coverage or did not make a payment within the required time and lost their coverage under the plan.

<sup>1</sup> A **QB member** is a COBRA qualified beneficiary that is eligible to continue group health insurance coverage once they have experienced a COBRA qualifying event (QE). A **direct bill member** is an individual who is billed on a regular schedule for one or more plan or benefits, typically direct bill refers to a retiree or leave of absence member.

## Standard Reports

Status	Status Description
<b>Carrier notifications pending</b>	Displays a list of all notifications and eligibility reports for members reported to carriers that are in the job queue for overnight processing.
<b>Carrier notifications processed<sup>2</sup></b>	Displays items processed in the overnight processing that are to be reported to the carrier.
<b>Direct bill aging off</b>	Contains a list of direct bill members who are turning 65 years of age within a specified date range.
<b>Direct bill detail for ACA</b>	Contains information that helps employers meet necessary reporting obligations under the Employer Reporting Mandate component of the Affordable Care Act (ACA). This mandate requires employers with 50 or more full-time equivalent employees to file 1094/1095 B & C forms annually. These forms are a tracking system for tax credits and tax penalties.
<b>Direct bill for plan members<sup>2</sup></b>	Contains a list of members under each insurance plan.
<b>Direct bill summary</b>	Contains a list of all direct bill records in the system grouped by status.
<b>Employer plan renewal</b>	Displays a list of all plans currently displayed in the Employer Plan Renewal homepage.
<b>Generated letters detail<sup>2</sup></b>	Displays all notices with the member's name and time stamp, as well as the specific notice detail.
<b>Member by postal code</b>	Consolidates summaries available by postal code.
<b>Member status<sup>2</sup></b>	Summary of the status of each member, including plan name, coverage level, and enrollment status.
<b>Members without plans</b>	Displays all qualified beneficiary (QB) members without plans.
<b>New hire<sup>2</sup></b>	Displays all new plan members (NPMs) on the employer website.
<b>Paid through<sup>2</sup></b>	Displays all paid-through dates for enrolled members.
<b>Plan rate renewal</b>	Displays plans that renew within a certain period.
<b>Proof of mail</b>	Displays a list of all letters that have proof of mail requirement processed in a specific date. To easily sort, run in CSV format.
<b>Qualified beneficiary detail for ACA</b>	Displays all information needed for ACA reporting.
<b>Qualified beneficiary plan members<sup>2</sup></b>	This is an expended member status report that also displays the paid through date.
<b>Qualified beneficiary summary<sup>2</sup></b>	Allows you to choose the status of the QB. Divides the QB demographic information from plan information

## Accounting Reports

Status	Status Description
<b>Direct bill payment activity</b>	Displays payment activity for direct bill records within a specific date range.
<b>Refund request report</b>	Displays all refunds submitted for members.
<b>Remittance report<sup>2</sup></b>	Displays all premiums submitted monthly for all members (including subsidies and administration fees). If run as a PDF, members are sorted by plan.
<b>Subsidy schedule report</b>	Displays all members with a flat rate or percentage subsidy broken out by plan type. This will show for all member plan statuses, including terminated.

<sup>2</sup> Report recommended by Alerus to be utilized when auditing the COBRA and direct bill members.