

Premium Billing and Bill Reconciliation





Today's Objectives

By the end of today's session, you should be able to:

- Read the PDF version of the bill
- Identify transactions that create the bill
- Reconcile the bill, track changes and identify errors
- Comprehend deadlines to avoid penalties
- Use available resources

Monthly Premium Bill

How to Read PDF Version of the Bill

 <p style="text-align: center;">New Mexico Public Schools Insurance Authority Erisa Administrative Services, Inc.; Santa Fe, NM 87504 (800) 233-3164</p> 																							
0555 - SAMPLE PUBLIC SCHOOL		Billing for May 2021										Page 1		Your Erisa Contact is Michelle Aragon									
Social Security Number	Employee Name Last, First Middle	For Month	Medical			Dental			Vision			Voluntary Life			Long-Term Disability		Basic Life		Total \$ Premium	Employee Date of Birth	Salary		
			Carrier	Cvrg	Premium	Carrier	Cvrg	Premium	Carrier	Cvrg	Premium	Plan	Jan 1 EE	SP	Premium	Plan	Premium	\$ Subtotal				Amount	Premium
		5/2021																50,000	5.26	5.26	Dec 1991	30,420	
		5/2021	BCHI	EE	765.74	UCDc	EE	28.60	DV	EE	6.26							800.60	50,000	5.26	805.86		44,200
		5/2021	PRSL	EE	451.26											30D	26.64	477.90	50,000	5.26	483.16		55,120
		5/2021														30D	21.74	21.74	50,000	5.26	27.00		44,980
		5/2021	PRSL	EE	451.26	UCDb	EE	14.32				3X	29	8.10	30D	21.36	495.04	50,000	5.26	500.30		44,200	
		5/2021																50,000	5.26	5.26		21,476	
		5/2021	PRSH	EE	619.24	UCDc	EE	28.60	DV	EE	6.26							654.10	50,000	5.26	659.36		45,430
		5/2021	PRSL	EF	1,263.38	UCDc	EF	85.54										1,348.92	50,000	5.26	1,354.18		103,000
		5/2021	PRSH	EE	619.24	UCDc	EE	28.60	DV	EE	6.26	1X	38	5.12	30D	30.72	689.94	50,000	5.26	695.20		63,544	
		5/2021	PRSH	EF	1,733.88	UCDc	EF	85.54	DV	EF	14.14							1,833.56	50,000	5.26	1,838.82		23,426
		5/2021				DLTC	EF	85.54										85.54	50,000	5.26	90.80		28,800
		4/2021																50,000	5.26	5.26		28,800	

Monthly Premium Bill

How to Read PDF Version of the Bill (continued)

New Mexico Public Schools Insurance Authority
Erisa Administrative Services, Inc.; Santa Fe, NM 87504 (800) 233-3164

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Benefit	Count	Total Premiums Billed
Medical	BCHI EE 5	\$3,828.70
	ES 2	\$2,912.60
	E1	
	EC	
	EF	
BCHI	7	\$6,741.30
BCLW	EE 3	\$1,673.82
	ES	
	E1	
	EC	
	EF	
BCLW	1	\$1,417.34
BCLW	4	\$3,091.16
BCPO	EE 2	\$1,378.32
	ES	
	E1	
	EC	
	EF	
BCPO	2	\$1,378.32
PRSH	EE 13	\$8,050.12
	ES 3	\$3,900.90
	E1	
	EC	
	EF	
PRSH	5	\$8,669.40
PRSH	21	\$20,620.42
PRSL	EE 9	\$4,061.34
	ES 1	\$947.50
	E1	
	EC	
	EF	
PRSL	5	\$6,316.90
PRSL	15	\$11,325.74

New Mexico Public Schools Insurance Authority
Erisa Administrative Services, Inc.; Santa Fe, NM 87504 (800) 233-3164

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CIGH	EE		
	ES		
	E1		
	EC		
	EF		
CIGL	EE		
	ES		
	E1		
	EC		
	EF		
Medical		49	\$43,156.94

The summary pages of the bill show total enrollment by carrier and by plan for **Medical, Dental, Vision, Voluntary (Additional) Life, LTD and Basic Life.**

Monthly Premium Bill

How to Read PDF Version of the Bill (continued)

New Mexico Public Schools Insurance Authority
Erisa Administrative Services, Inc.; Santa Fe, NM 87504 (800) 233-3164

EASI

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Michelle Aragon

Benefit	Count	Total	Premiums Billed	
Dental	UCDb	EE	5	\$71.60
		ES	1	\$27.26
		E1	1	\$27.26
	UCDb	EC		
		EF		
			7	\$126.12
	UCDc	EE	23	\$657.80
		ES	6	\$326.64
		E1		
	UCDc	EC		
		EF	11	\$940.94
			40	\$1,925.38
DLTb	EE			
	ES			
	E1	1	\$42.78	
DLTb	EC	1	\$42.78	
	EF			
DLTc	EE	1	\$28.60	
	ES			
	E1	1	\$85.54	
DLTc	EC			
	EF	2	\$114.14	
Dental		50	\$2,208.42	

New Mexico Public Schools Insurance Authority
Erisa Administrative Services, Inc.; Santa Fe, NM 87504 (800) 233-3164

EASI

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Vision	EE	24	\$150.24
	ES	7	\$73.36
	E1	1	\$10.48
	EC		
	EF	8	\$113.12
Vision		40	\$347.20
Voluntary Life		18	\$374.40
LTD		30	\$739.38
Subtotal			\$46,826.34
Basic Life	<65	83	\$596.72
	<70		
	<75	1	\$5.26
	75+		
Basic Life		84	\$601.98
Total			\$47,428.32

Monthly Premium Bill


How to Read PDF Version of the Bill (continued)

Last page of the PDF provides:

- Total Billing for the current month
- Accounts Receivable Balance from the prior month (if any)
- Late Payment Penalty (if any)
- Pay As Billed Penalty (if any)
- Grand Total Due
- NMPSIA Benefits Bank Account Information
- Late and Paid as Billed NMPSIA Penalty Policy



New Mexico Public Schools Insurance Authority
Erisa Administrative Services, Inc.; Santa Fe, NM 87504 (800) 233-3164



0555 - SAMPLE PUBLIC SCHOOL

Billing for May 2021

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Your Erisa Contact is
Michelle Aragon

Total Billing for May 2021	\$47,428.32
Account Receivable Balance as of 04/30/21	\$0.00
Outstanding Late Payment Penalty Assessment as of 04/30/21	\$0.00
Outstanding Pay As Billed Penalty Assessment as of 04/30/21	\$0.00
Grand Total Due ←	\$47,428.32

Premium is due at Wells Fargo bank by the 10th of the month by either ACH or Wire Transfer. If using ACH, payment MUST be initiated before 3 p.m. on the 9th to ensure timely payment.
ACH payment must be initiated and approved before sending and may take up to 3 days to complete. Weekends and holidays may also slow the ACH process.

NMPSIA Benefits Account Routing Number: 121000248
NMPSIA Benefits Account Number: 4123105504

(Information provided to pay the NMPSIA Employee Benefits Bill. Risk premiums SHOULD NOT be directed to this account)

If payment is not received by the 10th of the month, you will be assessed a 1.5% penalty on the Grand Total Due.

If payment is not Paid as Billed, you will be assessed a 1.5% penalty on the Grand Total Due and the minimum penalty will be \$500. This penalty will be doubled in each subsequent month the penalty is not paid.

Monthly Premium Bill

Key Field Descriptions on the Monthly Bill

Key Field Descriptions on the Monthly PDF Bill		
Carrier	Coverage Tier	Voluntary (Additional) Life
BCHI: Blue Cross Blue Shield High Option	Cvrg: Coverage	1X: Base Annual Salary x 1
BCLW: Blue Cross Blue Shield Low Option	EE: Employee Only	2X: Base Annual Salary x 2
BCPO: Blue Cross Blue Shield EPO (Exclusive Provider Option)	E1: Employee and One Child	3X: Base Annual Salary x 3
PRSH: Presbyterian Health Plan High Option	ES: Employee and Spouse	Xs: Spouse Life coverage (i.e., 2Xs)
PRSL: Presbyterian Health Plan Low Option	EC: Employee and Children	Xc: Dependent Child Life Coverage (i.e., 1Xc)
CIGH: Cigna High Option	EF: Employee and Family	Xsc: Spouse and Dependent Child Life Coverage (i.e., 3Xsc)
CIGL: Cigna Low Option		Jan 1 EE SP Employee and spouse age as of January 1 st
DLTC: Delta Comprehensive (High Option)		Long-Term Disability (Waiting period selected by employer)
DLTB: Delta Basic (Low Option)		30D: 30 Day Benefit Waiting Period
UCDc: United Concordia Comprehensive (High Option)		60D: 60 Day Benefit Waiting Period
UCDb: United Concordia Basic (Low Option)		90D: 90 Day Benefit Waiting Period
DV: Davis Vision		Basic Life (Amount selected by the employer)
		Amount 50,000 or 25,000 or 10,000
		Other Information
		Employee Date of Birth (Month and Year) Salary (Salary reported for January 1 st)

Monthly Premium Bill

Transactions That Create the Bill

- Enrollment for the current month
- Adjustments from prior months
 - Transactions that were received by the employer timely that were submitted after the bill was create
- Examples:

Adding or dropping employees

- New Hire
- Resignation, Term, and Retirement
- Reduction in Hours
- Death

Adding or dropping Dependents

- Loss of Coverage
- Newborns and Adoption
- Marriage/Domestic Partnership (if offered by employer)
- Divorce
- Child turning 26
- Death

Premium Bill Reconciliation

Example: How to Use the Excel Version of the Bill

	A	B	C	D	E	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	
1	New Mexico Public Schools Insurance Authority																										
2	Erisa Administrative Services, Inc.; Santa Fe, NM 87504 (800) 233-3164																										
3																											
4	district	SS#	HIPPA	Name	For Month	Dental		Vision		Basic Life		Voluntary Life			Spouse Life			Dependent Life	Long-Term Disability	DOB	Spouse DOB	Salary	Total				
5						Carrier	CVRG	Premium	Carrier	CVRG	Premium	Age	Premium	Plan	Age	Face	Premium	Age	Face	Premium	Premium	Premium					
6	555	111222333	MC78B94B2	ABOUT; FACE	05/01/2021			\$0.00			\$0.00	54	\$5.26		53	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	04/25/1967	00/00/0000	30420	\$5.26	
7	555	111222334	ME08B4652	AGE; YOUNG	05/01/2021	UCDc	EE	\$28.60	DV	EE	\$6.26	23	\$5.26		23	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	10/05/1997	00/00/0000	44200	\$805.86	
8	555	111222335	MDC2C9BA2	AKIND; SMILE	05/01/2021			\$0.00			\$0.00	34	\$5.26		33	0	\$0.00	0	0	\$0.00	\$0.00	\$26.64	04/04/1987	00/00/0000	55120	\$483.16	
9	555	111222336	M4ACD7D71	ANTI; PASTA	05/01/2021			\$0.00			\$0.00	54	\$5.26		54	0	\$0.00	0	0	\$0.00	\$0.00	\$21.74	06/21/1966	00/00/0000	44980	\$27.00	
10	555	111222337	M7D396471	ARGILE; SOCKS	05/01/2021	UCDb	EE	\$14.32			\$0.00	29	\$5.26	3X	29	135000	\$8.10	0	0	\$0.00	\$0.00	\$21.36	11/10/1991	00/00/0000	44200	\$500.30	
11	555	111222338	M7750B452	ART; BOOK	05/01/2021			\$0.00			\$0.00	34	\$5.26		34	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	12/28/1986	00/00/0000	21476	\$5.26	
12	555	111222339	MAC1EA262	ATALL; MAN	05/01/2021	UCDc	EE	\$28.60	DV	EE	\$6.26	29	\$5.26		29	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	12/07/1991	00/00/0000	45430	\$659.36	
13	555	111222340	M16F3E612	AYELLOW; ROSE	05/01/2021	UCDc	EF	\$85.54			\$0.00	38	\$5.26		38	0	\$0.00	37	0	\$0.00	\$0.00	\$0.00	06/03/1982	06/29/1983	103000	\$1,354.18	
14	555	111222341	MD4654F21	BARN; RED	05/01/2021	UCDc	EE	\$28.60	DV	EE	\$6.26	38	\$5.26	1X	38	64000	\$5.12	0	0	\$0.00	\$0.00	\$30.72	05/27/1982	00/00/0000	63544	\$695.20	
15	555	111222342	M9A692FD2	BEKINDTO; YOURSELF	05/01/2021	UCDc	EF	\$85.54	DV	EF	\$14.14	31	\$5.26		31	0	\$0.00	36	0	\$0.00	\$0.00	\$0.00	06/04/1989	01/01/1985	23426	\$1,838.82	
16	555	111222343	M337EF392	BEND; AROUND THE	05/01/2021	DLTC	EF	\$85.54			\$0.00	55	\$5.26		55	0	\$0.00	59	0	\$0.00	\$0.00	\$0.00	08/01/1965	11/17/1961	28800	\$90.80	
17	555	111222343	M337EF392	BEND; AROUND THE	04/01/2021			\$0.00			\$0.00	55	\$5.26		55	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	08/01/1965	00/00/0000	28800	\$5.26	
18	555	111222344	M3B5D03F2	BEYOND; BEAUTIFUL	05/01/2021	UCDc	EE	\$28.60	DV	EE	\$6.26	34	\$5.26		34	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	10/10/1986	00/00/0000	24514	\$40.12	
19	555	111222345	MB95CB302	BLADE; RUNNER	05/01/2021			\$0.00			\$0.00	38	\$5.26	3X	37	168000	\$13.44	0	0	\$0.00	\$0.00	\$0.00	01/17/1983	00/00/0000	55803	\$18.70	
20	555	111222346	M5142FFA1	BOLOF; CHILE	05/01/2021			\$0.00			\$0.00	41	\$5.26		40	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	02/07/1980	00/00/0000	44773	\$5.26	
21	555	111222347	M85DC9F71	BORNT0; RUN	05/01/2021	UCDc	EE	\$28.60	DV	EE	\$6.26	57	\$5.26		57	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	08/08/1963	00/00/0000	57980	\$659.36	
22	555	111222348	M19B9B9B2	CAKE; WALK	05/01/2021	UCDc	EE	\$28.60			\$0.00	30	\$5.26		30	0	\$0.00	0	0	\$0.00	\$0.00	\$26.52	05/24/1990	00/00/0000	54860	\$618.32	
23	555	111222349	MC223EC71	CASH; JOHNNY	05/01/2021			\$0.00			\$0.00	37	\$5.26	1X	36	46000	\$3.68	0	0	\$0.00	\$0.00	\$21.96	03/31/1984	00/00/0000	45430	\$30.90	
24	555	111222350	M91A152D2	CERVING; SMALL	05/01/2021	UCDb	E1	\$27.26	DV	E1	\$10.48	44	\$5.26	3X	44	66000	\$5.28	0	0	\$0.00	\$0.26	\$0.00	05/12/1976	00/00/0000	21559	\$48.54	
25	555	111222351	M738C83A3	CHACEMENTY; DOG	05/01/2021			\$0.00			\$0.00	27	\$5.26		26	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	01/25/1994	00/00/0000	19136	\$5.26	
26	555	111222352	M2BBE32D2	CHANGEMY; LOOKS	05/01/2021	UCDc	EE	\$28.60	DV	EE	\$6.26	33	\$5.26	1X	33	27000	\$2.16	0	0	\$0.00	\$0.00	\$13.06	06/10/1987	00/00/0000	27000	\$674.58	
27	555	111222353	MDF7A66F2	CORRALMY; COWS	05/01/2021			\$0.00			\$0.00	25	\$5.26		25	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	05/23/1995	00/00/0000	18493	\$5.26	
28	555	111222354	M71757F21	CORRECTMY; VISION	05/01/2021			\$0.00			\$0.00	55	\$5.26		55	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	08/11/1965	00/00/0000	28600	\$5.26	
29	555	111222355	M078BAEF1	CUTMY; FINGER	05/01/2021	UCDc	EF	\$85.54	DV	EF	\$14.14	37	\$5.26	1X	36	46000	\$3.68	39	23000	\$1.84	\$0.26	\$0.00	04/08/1984	01/29/1981	45824	\$1,844.60	
30	555	111222356	M8465CF31	DIASY; DUKE	05/01/2021	UCDc	EF	\$85.54			\$0.00	39	\$5.26		39	0	\$0.00	39	0	\$0.00	\$0.50	\$27.34	09/25/1981	05/19/1981	56550	\$1,852.02	
31	555	111222357	MEE3C7F82	DOKIND; WORDS	05/01/2021			\$0.00			\$0.00	42	\$5.26		42	0	\$0.00	0	0	\$0.00	\$0.00	\$26.82	08/06/1978	00/00/0000	55510	\$32.08	
32	555	111222358	M2AAAE391	DONICE; THINGS	05/01/2021	UCDc	EF	\$85.54			\$0.00	44	\$5.26		44	0	\$0.00	42	0	\$0.00	\$0.00	\$21.48	12/18/1976	08/06/1978	44460	\$1,375.66	
33	555	111222359	M83645F52	FIELD0F; DREAMS	05/01/2021			\$0.00			\$0.00	33	\$5.26		32	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	04/06/1988	00/00/0000	45167	\$5.26	
34	555	111222360	M82957370	FIENDISH; FRED	05/01/2021			\$0.00	DV	ES	\$10.48	33	\$5.26		33	0	\$0.00	31	0	\$0.00	\$0.00	\$0.00	10/05/1987	12/07/1989	55120	\$15.74	
35	555	111222361	M913F0FD0	FULL; HOUSE	05/01/2021			\$0.00			\$0.00	52	\$5.26		52	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	06/25/1968	00/00/0000	25506	\$5.26	
36	555	111222362	M3098D360	GANG; OFFICE	05/01/2021	UCDc	EF	\$85.54	DV	EF	\$14.14	40	\$5.26		40	0	\$0.00	36	0	\$0.00	\$0.00	\$0.00	10/27/1980	01/27/1984	63856	\$1,368.32	
37	555	111222363	M4FCD7662	GACHA; I	05/01/2021	DLTC	EE	\$28.60			\$0.00	22	\$5.26		22	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	01/01/1999	00/00/0000	22416	\$723.02	
38	555	111222364	MF7051FD1	GRAND; FINALE	05/01/2021			\$0.00			\$0.00	36	\$5.26		35	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	01/24/1985	00/00/0000	44980	\$5.26	
39	555	111222365	MB1732F21	GRAYHOUND; BUS	05/01/2021	UCDc	ES	\$54.44	DV	ES	\$10.48	55	\$5.26		55	0	\$0.00	56	0	\$0.00	\$0.00	\$31.04	12/04/1965	05/26/1964	64220	\$1,557.52	
40	555	111222366	M86E7242	GUTTER; STREET	05/01/2021	UCDc	ES	\$54.44	DV	ES	\$10.48	49	\$5.26	1X	48	66000	\$9.24	59	33000	\$11.88	\$0.00	\$31.50	03/27/1972	10/23/1961	65177	\$1,423.10	
41	555	111222367	M562EA242	HALLOWEEN; PUMPKIN	05/01/2021	UCDc	EF	\$85.54	DV	EF	\$14.14	39	\$5.26		38	0	\$0.00	41	0	\$0.00	\$0.00	\$0.00	02/13/1982	11/16/1979	66329	\$1,838.82	
42	555	111222368	MCC2430A2	HAWONDER; FUL	05/01/2021	UCDc	EE	\$28.60	DV	EE	\$6.26	50	\$5.26		50	0	\$0.00	0	0	\$0.00	\$0.00	\$31.08	05/09/1970	00/00/0000	64324	\$690.44	
43	555	111222369	MBB188552	HURT; CALL BERT	05/01/2021	UCDc	EE	\$28.60	DV	EE	\$6.26	36	\$5.26		35	0	\$0.00	0	0	\$0.00	\$0.00	\$21.84	01/07/1985	00/00/0000	45167	\$619.90	
44	555	111222370	MB38AF632	ISNOWA; GOODTIME	05/01/2021			\$0.00			\$0.00	19	\$5.26		19	0	\$0.00	0	0	\$0.00	\$0.00	\$0.00	09/26/2001	00/00/0000	6239	\$5.26	
45	555	111222371	M5D81EC71	JACOBS; LADDER	05/01/2021	UCDc	EE	\$28.60	DV	EE	\$6.26	52	\$5.26	3X	52	165000	\$36.30	0	0	\$0.00	\$0.00	\$26.58	07/24/1968	00/00/0000	54990	\$722.24	

Premium Bill Reconciliation

Example: How to Use Employer Deduction Register

NMPSIA Benefits Deduction Register
Payroll thru 4/30/2021

SS#	Employee ID	Name	For Month	Medical Employee	Medical Employer	Dental Employee	Dental Employer	Vision Employee	Vision Employer	LTD Employee	LTD Employer	Employee Vol. Life	Employer Basic Life	Total
111222333	MC78B94B2	ABOUT; FACE	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26
111222334	ME08B4652	AGE; YOUNG	05/01/2021	153.15	612.59	5.72	22.88	1.25	5.01	0.00	0.00	\$0.00	\$5.26	\$805.86
111222335	MDC2C9BA2	AKIND; SMILE	05/01/2021	90.25	361.01	0.00	0.00	0.00	0.00	5.33	21.31	\$0.00	\$5.26	\$483.16
111222336	M4ACD7D71	ANTI; PASTA	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	4.35	17.39	\$0.00	\$5.26	\$27.00
111222337	M7D396471	ARGILE; SOCKS	05/01/2021	90.25	361.01	2.86	11.46	0.00	0.00	4.27	17.09	\$8.10	\$5.26	\$500.30
111222338	M7750B452	ART; BOOK	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26
111222339	MAC1EA262	ATALL; MAN	05/01/2021	123.85	495.39	5.72	22.88	1.25	5.01	0.00	0.00	\$0.00	\$5.26	\$659.36
111222340	M16F3E612	AYELLOW; ROSE	05/01/2021	252.68	1,010.70	17.11	68.43	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$1,354.18
111222341	MD4654F21	BARN; RED	05/01/2021	123.85	495.39	5.72	22.88	1.25	5.01	6.14	24.58	\$5.12	\$5.26	\$695.20
111222342	M9A692FD2	BEKINDTO; YOURSELF	05/01/2021	346.78	1,387.10	17.11	68.43	2.83	11.31	0.00	0.00	\$0.00	\$5.26	\$1,838.82
111222343	M337EF392	BEND; AROUND THE	05/01/2021	0.00	0.00	17.11	68.43	0.00	0.00	0.00	0.00	\$0.00	\$10.52	\$96.06
111222344	M3B5D03F2	BEYOND; BEAUTIFUL	05/01/2021	0.00	0.00	5.72	22.88	1.25	5.01	0.00	0.00	\$0.00	\$5.26	\$40.12
111222345	MB95CB302	BLADE; RUNNER	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$13.44	\$5.26	\$18.70
111222346	M5142FFA1	BOLOF; CHILE	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26
111222347	M85DCFP971	BORNTO; RUN	05/01/2021	123.85	495.39	5.72	22.88	1.25	5.01	0.00	0.00	\$0.00	\$5.26	\$659.36
111222348	M19B9B9B2	CAKE; WALK	05/01/2021	111.59	446.35	5.72	22.88	0.00	0.00	5.30	21.22	\$0.00	\$5.26	\$618.32
111222349	MC223EC71	CASH; JOHNNY	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	4.39	17.57	\$3.68	\$5.26	\$30.90
111222350	M91A152D2	CERVING; SMALL	05/01/2021	0.00	0.00	5.45	21.81	2.10	8.38	0.00	0.00	\$5.54	\$5.26	\$48.54
111222351	M738C83A3	CHACEMY; DOG	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26
111222352	M2BBE32D2	CHANGEMY; LOOKS	05/01/2021	123.85	495.39	5.72	22.88	1.25	5.01	2.61	10.45	\$2.16	\$5.26	\$674.58
111222353	MDF7A66F2	CORRALMY; COWS	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26
111222354	M71757F21	CORRECTMY; VISION	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26
111222355	M078BAEF1	CUTMY; FINGER	05/01/2021	346.78	1,387.10	17.11	68.43	2.83	11.31	0.00	0.00	\$5.78	\$5.26	\$1,844.60
111222356	M8465CF31	DIASY; DUKE	05/01/2021	346.78	1,387.10	17.11	68.43	0.00	0.00	5.47	21.87	\$0.00	\$5.26	\$1,852.02
111222357	MEE3C7F82	DOKIND; WORDS	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	5.36	21.45	\$0.00	\$5.26	\$32.08
111222358	M2AAAE391	DONICE; THINGS	05/01/2021	252.68	1,010.70	17.11	68.43	0.00	0.00	4.30	17.18	\$0.00	\$5.26	\$1,375.66
111222359	M836455F2	FIELDOP; DREAMS	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26
111222360	M82957370	FIENDISH; FRED	05/01/2021	0.00	0.00	0.00	0.00	2.10	8.38	0.00	0.00	\$0.00	\$5.26	\$15.74
111222361	M913F0FD0	FULL; HOUSE	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26
111222362	M3098D360	GANG; OFFICE	05/01/2021	252.68	1,010.70	17.11	68.43	2.83	11.31	0.00	0.00	\$0.00	\$5.26	\$1,368.32
111222363	M4FCD7662	GACHA; I	05/01/2021	137.83	551.33	5.72	22.88	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$723.02
111222364	MF7051FD1	GRAND; FINALE	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26
111222365	MB1732F21	GRAYHOUND; BUS	05/01/2021	291.26	1,165.04	10.89	43.55	2.10	8.38	6.21	24.83	\$0.00	\$5.26	\$1,557.52
111222366	M86EE7242	GUTTER; STREET	05/01/2021	260.06	1,040.24	10.89	43.55	2.10	8.38	6.30	25.20	\$21.12	\$5.26	\$1,423.10
111222367	M562EA2A2	HALLOWEEN; PUMPKIN	05/01/2021	346.78	1,387.10	17.11	68.43	2.83	11.31	0.00	0.00	\$0.00	\$5.26	\$1,838.82
111222368	MCC2430A2	HAWONDER; FUL	05/01/2021	123.85	495.39	5.72	22.88	1.25	5.01	6.22	24.86	\$0.00	\$5.26	\$690.44
111222369	MBB1B8552	HURT; CALL BERT	05/01/2021	111.59	446.35	5.72	22.88	1.25	5.01	4.37	17.47	\$0.00	\$5.26	\$619.90
111222370	MB38AF632	ISNOWA; GOODTIME	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26
111222371	M5D81EC71	JACOBS; LADDER	05/01/2021	123.85	495.39	5.72	22.88	1.25	5.01	5.32	21.26	\$36.30	\$5.26	\$722.24
111222372	ME91BA283	JACOL; ANTERN	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$10.52	\$10.52
111222373	M118A12B0	KARR; DEREK	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$149.62	\$149.62
111222374	M5CCEP2E2	KING; ARTHUR	05/01/2021	123.85	495.39	5.72	22.88	1.25	5.01	0.00	0.00	\$0.00	\$5.26	\$659.36
111222375	MC7DDD4F0	KING; KONG	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	5.42	21.70	\$34.46	\$5.26	\$66.84
111222376	M7DFEF2D2	KULT; MATE	05/01/2021	90.25	361.01	2.86	11.46	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$470.84
111222377	M139E0911	KWICK; SILVER	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26
111222378	M7918CCF1	LAMB; CHOP	05/01/2021	90.25	361.01	0.00	0.00	0.00	0.00	5.36	21.46	\$0.00	\$5.26	\$483.34
111222379	MBF248FB1	LANDOFTHE; LOST	05/01/2021	252.68	1,010.70	17.11	68.43	2.83	11.31	0.00	0.00	\$12.32	\$5.26	\$1,380.64
111222380	MC7FE0252	LOFT; SKY	05/01/2021	283.47	1,133.87	8.56	34.22	2.83	11.31	0.00	0.00	\$18.18	\$5.26	\$1,497.70
111222381	M28225DD0	MA; KETTLE	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26
111222382	MEFFE6132	MACK; ADAMIA	05/01/2021	111.59	446.35	2.86	11.46	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$577.52
111222383	M6AF1DEF1	MAD; MAX	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.26	\$5.26

Premium Bill Reconciliation

How to Recognize a Variance – Deduction vs Bill


NMPSIA Benefits Deduction Register
Payroll thru 4/30/2021

SS#	Employee ID	Name	For Month	Medical Employee	Medical Employer	Dental Employee	Dental Employer	Vision Employee	Vision Employer	LTD Employee	LTD Employer	Employee Vol. Life	Employer Basic Life	Total	NMPSIA BILL	Variance Deduction - Bill
111222392	M9D98B7F2	MYHAPPY; LIFE	05/01/2021	189.50	758.00	10.89	43.55	2.10	8.38	0.00	0.00	\$0.00	\$5.28	\$1,017.68	\$1,017.68	\$0.00
111222393	M1B294FA1	NAYBOR; HOOD	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	5.50	22.02	\$7.98	\$5.28	\$40.76	\$40.76	\$0.00
111222394	M571E1232	NORDIC; TRACK	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.28	\$5.26	\$5.26	\$0.00
111222395	M7A4EA2D2	NUN; HOLY	05/01/2021	123.85	495.39	0.00	0.00	1.25	5.01	0.00	0.00	\$0.00	\$5.28	\$630.76	\$630.76	\$0.00
111222396	M585B9972	OKE; ISLAND	05/01/2021	90.25	361.01	5.45	21.81	0.00	0.00	4.39	17.57	\$3.68	\$5.28	\$509.42	\$509.42	\$0.00
111222397	MF9CE8462	RACKOF; LAMB	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.28	\$5.26	\$5.26	\$0.00
111222398	M32AF5C01	RASCAL; ALFALFA	05/01/2021	123.85	495.39	5.72	22.88	1.25	5.01	0.00	0.00	\$0.00	\$5.28	\$659.36	\$659.36	\$0.00
111222399	M34C50F81	ROSE; PINK	05/01/2021	0.00	0.00	5.72	22.88	1.25	5.01	0.00	0.00	\$0.00	\$5.28	\$40.12	\$40.12	\$0.00
111222400	M8E3B5592	SAP; TREE	05/01/2021	90.25	361.01	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.28	\$456.52	\$456.52	\$0.00
111222401	M3D5EA232	SCHOOL; MARM	05/01/2021	123.85	495.39	5.72	22.88	1.25	5.01	4.37	17.47	\$0.00	\$5.28	\$681.20	\$681.20	\$0.00
111222402	M3A92EE01	SHERPA; GUIDE	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.28	\$5.26	\$5.26	\$0.00
111222403	MA9981CE0	SISSY; PANTS	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.28	\$5.26	\$5.26	\$0.00
111222404	M6D03F343	SISY; SAUCE	05/01/2021	252.68	1,010.70	17.11	68.43	2.83	11.31	4.08	16.34	\$0.00	\$5.28	\$1,388.74	\$1,388.74	\$0.00
111222405	M75F57F81	SOLICE; QUANTAM	05/01/2021	153.15	612.59	5.72	22.88	1.25	5.01	5.36	21.46	\$0.00	\$5.28	\$832.68	\$832.68	\$0.00
111222406	MF18AA872	SPARTAN; ROMAN	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.28	\$5.26	\$5.26	\$0.00
111222407	M1C7E4292	STRONG; WILL	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.28	\$5.26	\$5.26	\$0.00
111222408	MC8AED2C2	SUMMER; BREEZE	05/01/2021	291.28	1,165.04	10.89	43.55	2.10	8.38	0.00	0.00	\$0.00	\$5.28	\$1,526.48	\$1,526.48	\$0.00
111222409	M3241BDD0	TIMELYBILL; PAYMENT	05/01/2021	260.06	1,040.24	10.89	43.55	2.10	8.38	4.27	17.09	\$0.00	\$5.28	\$1,391.84	\$1,391.84	\$0.00
111222410	M0F7D0252	TOLONG; WALK	05/01/2021	90.25	361.01	2.86	11.46	0.00	0.00	0.00	0.00	\$0.00	\$5.28	\$470.84	\$470.84	\$0.00
111222411	M26A8B542	UNDERTHE; BOARDWALK	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.28	\$5.26	\$5.26	\$0.00
111222412	M532E2232	VACATION; SUMMER	05/01/2021	0.00	0.00	10.89	43.55	2.10	8.38	0.00	0.00	\$168.56	\$5.28	\$238.74	\$238.74	\$0.00
111222413	MA9EED282	WALLOF; FAME	05/01/2021	153.15	612.59	5.72	22.88	1.25	5.01	0.00	0.00	\$0.00	\$5.28	\$805.86	\$805.86	\$0.00
111222414	MDDEC7351	WILLTO; LEARN	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	4.46	17.82	\$0.00	\$5.28	\$27.54	\$27.54	\$0.00
111222415	M5FEB3572	YELLOW; ROSE	05/01/2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$5.28	\$5.26	\$5.26	\$0.00
111222416	M9529FF72	YUMMY; CANDY	05/01/2021	260.06	1,040.24	17.11	68.43	2.83	11.31	2.94	11.76	\$0.00	\$5.28	\$1,419.94	\$1,419.94	\$0.00
111222417	M9AB1D8D1	ZIP; LOCK	05/01/2021	346.78	1,387.10	17.11	68.43	0.00	0.00	6.22	24.90	\$8.08	\$5.28	\$1,863.86	\$1,863.86	\$0.00
				8,631.39	34,525.55	441.68	1,766.74	69.44	277.76	147.88	591.50	\$369.92	\$601.98	\$47,423.84	\$47,428.32	(\$4.48)
Total - NMPSIA Bill															(\$4.48)	


Premium Bill Reconciliation

How to Track Transactions for the Next Month's Bill

✓ Check Confirmation notices daily



New Mexico Public Schools Insurance Authority
c/o Erisa Administrative Services, Inc. (505) 988-4974 or (800) 233-3164
P. O. Box 9054; Santa Fe, NM 87504-9054



Confirmation of Enrollment

04/15/2021
SAMPLE PUBLIC SCHOOL
SKY LOFT
2222 CHARLIE BROWN DRIVE
ALBUQUERQUE NM 87123

MC7FE0252

This Confirmation of Enrollment was generated for the following reason:
The Standard has approved your request to add Spouse Additional Life coverage effective 04/01/2021.

You have the following coverages in effect

Benefit	Medical	Dental	Vision	Long Term Disability	Additional Life	Spouse Life	Dependent Life	Basic Life
Carrier	Blue Cross Low	Delta Dental Low	Davis Vision	None	The Standard	The Standard	The Standard	The Standard
Coverage	Employee and Family	Employee and Family	Employee and Family	Declined	3X \$168,000	\$ 56,000	Enrolled	\$ 50,000

Information regarding you and your family as of 4/15/2021

ID	Name	Relation-ship	SS# Hipan	Sex	Birth Date	Eligible until	M e d	D e n t a l	V i s i o n	L i f e	Additional Information
10	SKY LOFT	SELF	MC7FE0252	F	xx/xx/1985		Y	Y	Y	Y	
20	MICKEY LOFT	SPOU	xxx-xx-4444	M	xx/xx/1985		Y	Y	Y	Y	
30	DAFFY LOFT	SON	xxx-xx-2222	M	xx/xx/2008	01/31/2034	Y	Y	Y	Y	
31	GOOFY LOFT	SON	xxx-xx-3333	M	xx/xx/2015	08/31/2041	Y	Y	Y	Y	

Please visit <https://nmipsia.com> to view important plan documents, including the new wellness benefit and the video visit opportunity under the medical plans. Review and update your contact information at <https://nmipsiaonline.nmipsia.com>. This site may also be used for performing benefit enrollment transactions (subject to employer policy).
If you have any questions, please contact Michelle Aragon at Erisa Administrative Services, Inc. (800) 233-3164 or (505) 988-4974 within five (5) business days of this notice.

Premium Bill Reconciliation

How to Track Transactions for the Next Month's Bill

- ✓ Review the Premium screen from the Online Inquiry view

Search Summary Address Phone Family Enrollments Compliances Beneficiaries **Premium** Eligibles Salary Notes Transaction Log Close

HIPAA SSN Search

Premium

Detail for Coverage month of 05/2021

	Billed			Current			Received	A/R
	Uw	Cvrg	Premium	Uw	Cvrg	Premium		
Medical	BCBS	EF	1,417.34	BCBS	EF	1,417.34	1,417.34	
Dental	DLTA	EF	42.78	DLTA	EF	42.78	42.78	
Vision	DV	EF	14.14	DV	EF	14.14	14.14	
	Plan	Face	Premium	Plan	Face	Premium		
Ltd								
Blf	50K	50000	5.26	50K	50,000.00	5.26	5.26	
Vif	3	168000	13.44	3	168,000.00	13.44	13.44	
Splf	1	56000	4.48	1	56,000.00	4.48	4.48	
Dpil	Y	10,000.00	0.26	Y	10000	0.26	0.26	
Penalty								0.26
Total			1,497.70			1,497.70		

Premium History

Type	Dist.ID	Dist Name	Date	Billed	Current	Received	A/R	Rcvd_Date	AR_Date
A			05/2021	1,497.70	1,497.70	1,497.70	0.00	05/07/2021	N/A
A			04/2021	1,497.70	1,497.70	1,497.70	0.00	05/07/2021	N/A
A			03/2021	1,493.22	1,493.22	1,493.22	0.00	03/08/2021	N/A
A			02/2021	1,493.22	1,493.22	1,493.22	0.00	03/08/2021	N/A
A			01/2021	1,479.52	1,479.52	1,479.52	0.00	01/07/2021	N/A
A			12/2020	5.26	5.26	5.26	0.00	12/08/2020	N/A

Click on any line for details

Previous six months Next six months

©Erisa Administrative Services, Inc. 2021-5

Premium Bill Reconciliation

Identify Errors

Common errors

- Payroll deductions are processed **before** Erisa has received the transaction to process and apply NMPSIA rules of enrollment
 - Erisa may not honor the request
- Employee enrollment requests are not sent timely to Erisa and/or are incomplete
 - Erisa is unable to process the transaction for the next month's bill

Premium Bill Reconciliation

Identify Errors (continued)

How to avoid future errors

- Submit employee requests timely
- Submit “complete” employee requests
- Respond to Erisa employee enrollment inquiries
- Review Confirmation notices daily
- Review the employee electronic enrollment record under the Online Inquiry view

Premium Bill Deadlines

Erisa Transaction Processing Deadline

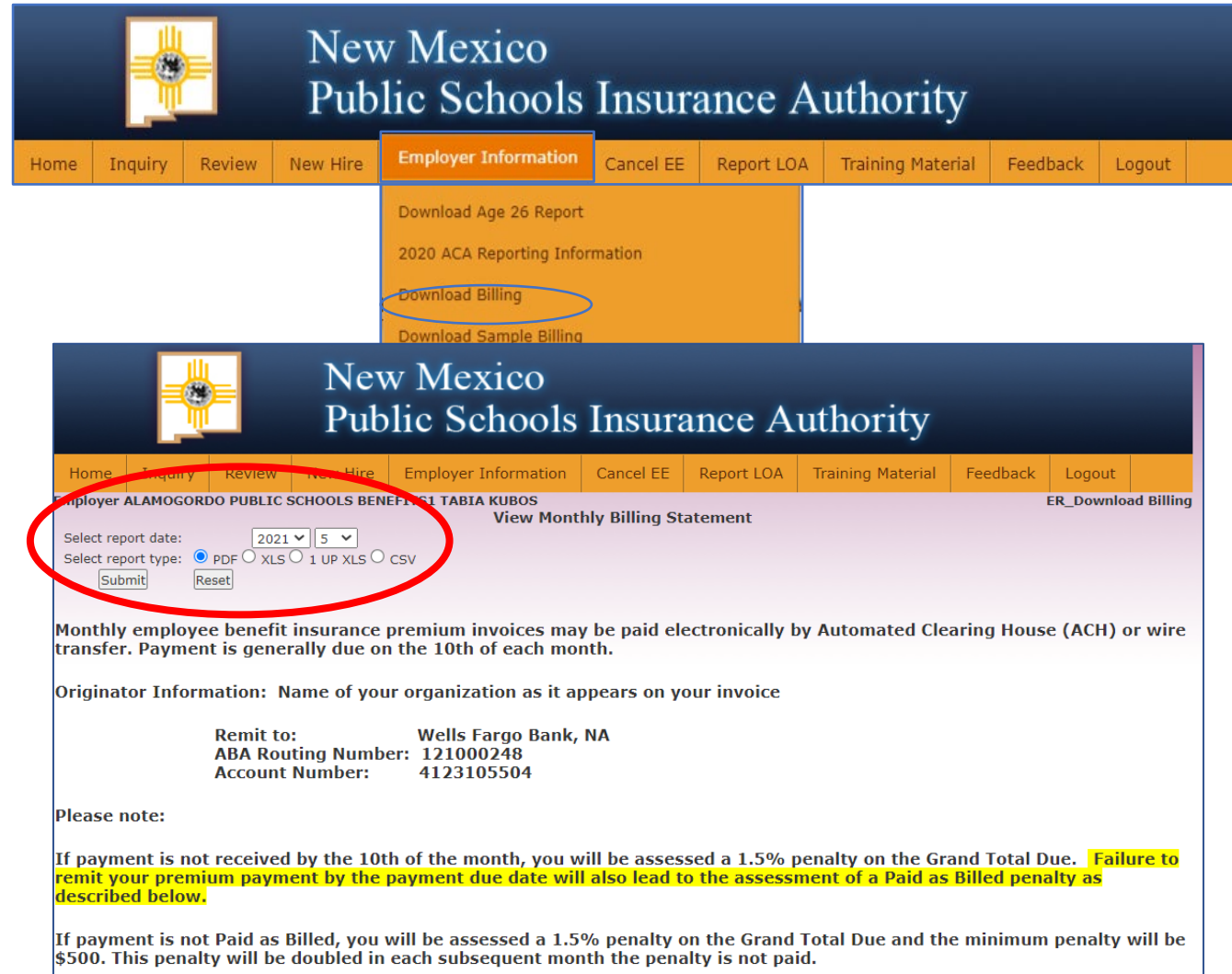
Erisa must process
all “complete”
transactions received
by 5:00 p.m. on the
last business day of
the month



Premium Bill Deadlines

Bill Availability

Bill is available to download and view on the 1st business day of the month



The screenshot shows the website interface for the New Mexico Public Schools Insurance Authority. The top navigation bar includes links for Home, Inquiry, Review, New Hire, Employer Information, Cancel EE, Report LOA, Training Material, Feedback, and Logout. The 'Employer Information' menu is open, showing options for Download Age 26 Report, 2020 ACA Reporting Information, Download Billing (circled in blue), and Download Sample Billing.

The second screenshot shows the 'View Monthly Billing Statement' page for Employer ALAMOGORDO PUBLIC SCHOOLS BENEFIT TABIA KUBOS. The 'Select report date' section is circled in red, showing a dropdown for the year '2021' and a dropdown for the month '5'. Below this, there are radio buttons for report types: PDF (selected), XLS, 1 UP XLS, and CSV. There are also 'Submit' and 'Reset' buttons.

Monthly employee benefit insurance premium invoices may be paid electronically by Automated Clearing House (ACH) or wire transfer. Payment is generally due on the 10th of each month.

Originator Information: Name of your organization as it appears on your invoice

Remit to: Wells Fargo Bank, NA
ABA Routing Number: 121000248
Account Number: 4123105504

Please note:

If payment is not received by the 10th of the month, you will be assessed a 1.5% penalty on the Grand Total Due. **Failure to remit your premium payment by the payment due date will also lead to the assessment of a Paid as Billed penalty as described below.**

If payment is not Paid as Billed, you will be assessed a 1.5% penalty on the Grand Total Due and the minimum penalty will be \$500. This penalty will be doubled in each subsequent month the penalty is not paid.

Premium Bill Deadlines

Premium Payment Due Date

Payment Due
by the “10th” of
the Month



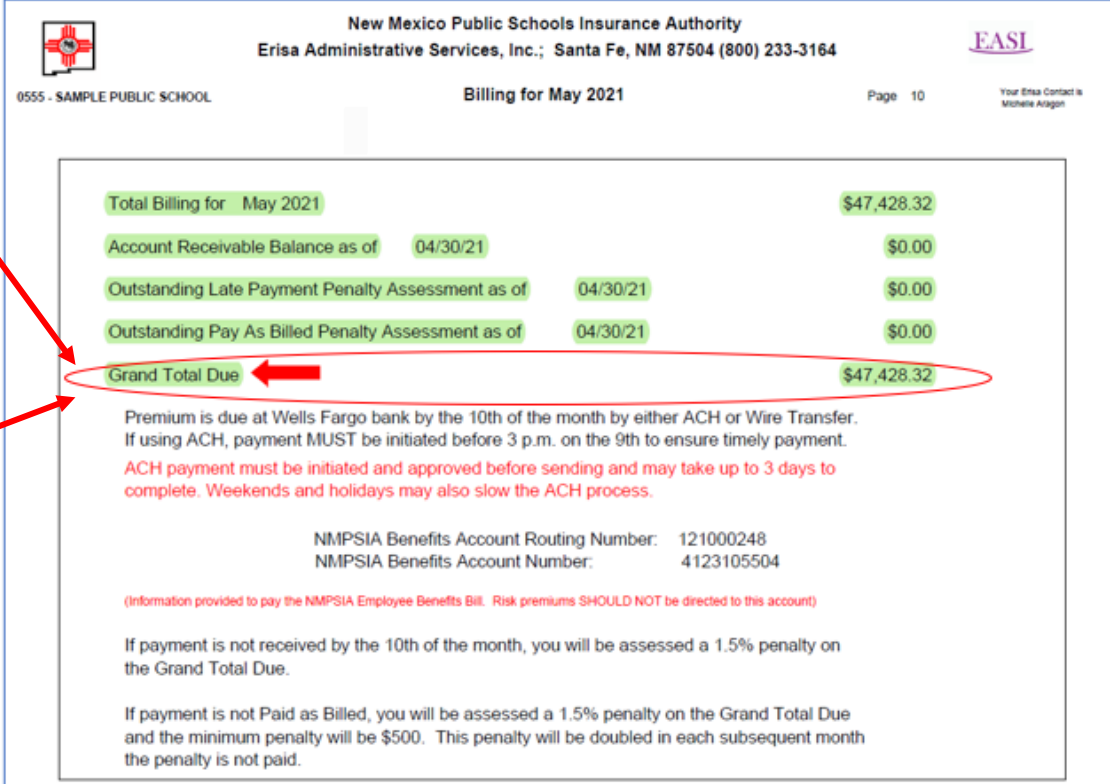
6.50.8.9 PREMIUM PAYMENT FOR EMPLOYEE BENEFITS COVERAGES:

Premium Bill Deadlines

“Late Penalty” and “Paid as Billed” Penalty

If payment is not **Paid by the 10th**, a 1.5% Late Penalty will be assessed on the **Grand Total Due** along with a Pay as Billed Penalty

If payment is not **“Paid as Billed”**, a penalty of 1.5% or a minimum \$500 (whichever is greater), will be assessed on the **Grand Total Due**



New Mexico Public Schools Insurance Authority
Erisa Administrative Services, Inc.; Santa Fe, NM 87504 (800) 233-3164

0555 - SAMPLE PUBLIC SCHOOL Billing for May 2021 Page 10 Your Erisa Contact is Michelle Aragon

Total Billing for May 2021		\$47,428.32
Account Receivable Balance as of	04/30/21	\$0.00
Outstanding Late Payment Penalty Assessment as of	04/30/21	\$0.00
Outstanding Pay As Billed Penalty Assessment as of	04/30/21	\$0.00
Grand Total Due		\$47,428.32

Premium is due at Wells Fargo bank by the 10th of the month by either ACH or Wire Transfer. If using ACH, payment MUST be initiated before 3 p.m. on the 9th to ensure timely payment. ACH payment must be initiated and approved before sending and may take up to 3 days to complete. Weekends and holidays may also slow the ACH process.

NMPSIA Benefits Account Routing Number: 121000248
NMPSIA Benefits Account Number: 4123105504

(Information provided to pay the NMPSIA Employee Benefits Bill. Risk premiums SHOULD NOT be directed to this account)

If payment is not received by the 10th of the month, you will be assessed a 1.5% penalty on the Grand Total Due.

If payment is not Paid as Billed, you will be assessed a 1.5% penalty on the Grand Total Due and the minimum penalty will be \$500. This penalty will be doubled in each subsequent month the penalty is not paid.

Premium Bill Deadlines

Waiver of Payment Penalties

The NMPSIA board approved policy allows NMPSIA staff to consider a review and approval of a penalty waiver



One Waiver in a Rolling
12-month Period

Premium Billing & Bill Reconciliation Resources

Premium Billing and Bill Reconciliation Toolbox

- Glossary of Acronyms
- Tips for Staying Organized
- Key Field Descriptions on the Monthly PDF Bill
- Video – “Example: How to Reconcile a NMPSIA Bill”
- Payment Deadline Flowchart
- Frequently Asked Questions (FAQ)
- Erisa Email Reminders
- Erisa Staff Resources



Premium Billing & Bill Reconciliation Resources

Glossary of Acronyms and Term Definitions

Monthly Billing and Bill Reconciliation Glossary of Acronyms and Term Definitions		
Acronym	Term	Definition
ACH	Automated Clearing House	A way to move money between banks without using paper checks, wire transfers, credit card networks, or cash.
Bill	NMPSIA Monthly Premium Bill	NMPSIA monthly premium bill is a monthly invoice provided to NMPSIA participating employers for employee benefits coverage.
EASI or Erisa	Erisa Administrative Services, Inc.	NMPSIA's Third Party Administrator who handles enrollment, eligibility, premium billing, premium collection and COBRA administration.
EE	Employee	A benefits eligible person employed by a NMPSIA participating employer.
ER	Employer	NMPSIA participating employer.
FAQ	Frequently Asked Questions	A list of questions and answers relating to a particular subject
LTD	Long Term Disability	A benefit under the Standard Group Long Term Disability Policy that insures an employee's earnings. This applies if the employer offers this benefit, the employee is enrolled for this benefit and meets the minimum requirements of the definition of disability.
NMPSIA	New Mexico Public Schools Insurance Authority	Serves as the purchasing agency for public school districts, post-secondary educational entities, charter schools and other educational entities. Through NMPSIA, member participating employers are afforded the opportunity to offer quality employee benefit and risk coverages.
Online	NMPSIA Online Benefits System	NMPSIA's electronic enrollment system available to participating employers and benefits enrolled employees that allows users to view, update and change enrollment.

Term	Definition
"Complete"	Refers to a benefits enrollment that is complete to process and not missing data or documents to support the request.
Confirmation	Written notice confirming a benefits transaction has been processed.
Deduction	Refers to an employer payroll deduction for benefits enrollment.
Inquiry	A reference to the access point to view the employee electronic enrollment record.
Late Penalty	NMPSIA Board policy term used to document a Late Payment Penalty assessment of 1.5% of the Grand Total Due amount along with a Pay as Billed penalty equal to 1.5% of the Grand Total Due or a minimum of \$500, whichever is more.
Pay as Billed or Paid as Billed	NMPSIA Board policy term used when NMPSIA participating employers do not pay the Grand Total Due amount and submit an amount over or under the Grand Total Due.
Pay as Billed Penalty	NMPSIA Board policy term used to document a Pay as Billed Penalty assessment of 1.5% of the Grand Total Due amount or a minimum of \$500, whichever is more.
Transaction or Transactions	Requests to process benefit enrollment updates.
Variance	A discrepancy or difference between two or more data sets that are being compared to each other.
Waiver of Penalty	A NMPSIA Board approved policy provision that allows NMPSIA staff to review and approve a penalty waiver within a rolling 12-month period when an employer pays late or fails to pay as billed.

Premium Billing & Bill Reconciliation Resources

Tips for Staying Organized

DAILY

Tips for Staying Organized

- Keep a file of all NMPSIA/Erisa transactions
- Keep a file of employee benefits enrollment requests submitted to Erisa
- Check NMPSIA Online system for Confirmation notices and review for accuracy
- Verify Transactions (Examples)
 - Child reaching age 26, aging out of benefits
 - Tier Changes, for example Employee Only (EE) to Employee Family (EF)
 - Incomplete Enrollment Confirmation Notices (documents needed)
 - Qualifying events, for example marriage, divorce, birth, loss of coverage
- Keep a file with upcoming transactions and requests until the monthly bill arrives

MONTHLY

Tips for Staying Organized

- Download and print the monthly premium bill
- Establish a bill reconciliation method to compare payroll deductions to the bill and create a discrepancy report
- Generate a deduction register on the employer's accounting software by pay periods that tie to the premium bill
- Confirmations are compared to the monthly billing. When verification is complete, all documents are filed

Premium Billing & Bill Reconciliation Resources

Key Field Descriptions on the Monthly Bill

Key Field Descriptions on the Monthly PDF Bill		
Carrier	Coverage Tier	Voluntary (Additional) Life
BCHI: Blue Cross Blue Shield High Option	Cvrg: Coverage	1X: Base Annual Salary x 1
BCLW: Blue Cross Blue Shield Low Option	EE: Employee Only	2X: Base Annual Salary x 2
BCPO: Blue Cross Blue Shield EPO (Exclusive Provider Option)	E1: Employee and One Child	3X: Base Annual Salary x 3
PRSH: Presbyterian Health Plan High Option	ES: Employee and Spouse	Xs: Spouse Life coverage (i.e., 2Xs)
PRSL: Presbyterian Health Plan Low Option	EC: Employee and Children	Xc: Dependent Child Life Coverage (i.e., 1Xc)
CIGH: Cigna High Option	EF: Employee and Family	Xsc: Spouse and Dependent Child Life Coverage (i.e., 3Xsc)
CIGL: Cigna Low Option		Jan 1 EE SP Employee and spouse age as of January 1 st
DLTC: Delta Comprehensive (High Option)		Long-Term Disability (Waiting period selected by employer)
DLTB: Delta Basic (Low Option)		30D: 30 Day Benefit Waiting Period
UCDc: United Concordia Comprehensive (High Option)		60D: 60 Day Benefit Waiting Period
UCDb: United Concordia Basic (Low Option)		90D: 90 Day Benefit Waiting Period
DV: Davis Vision		Basic Life (Amount selected by the employer)
		Amount 50,000 or 25,000 or 10,000
		Other Information
		Employee Date of Birth (Month and Year) Salary (Salary reported for January 1 st)

Premium Billing & Bill Reconciliation Resources

Video: “Example: How to Reconcile a Premium Bill”

<https://nmpsia.com/movies/Premium Billing and Bill Reconciliation Presentation.mp4>



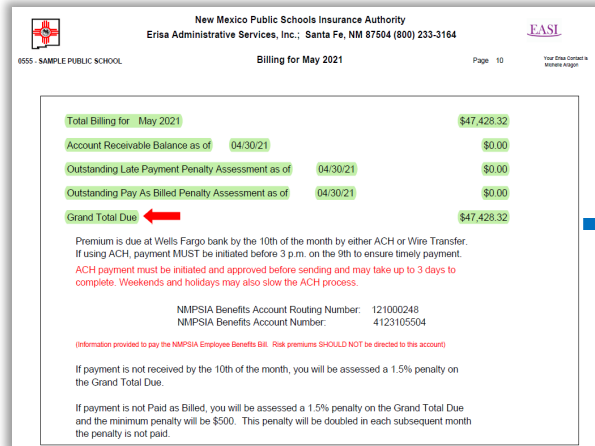
Premium Billing & Bill Reconciliation Resources

Payment Deadline Flowchart

Bill Available on the
1st Business Day of
the Month

“Paid As Billed” by the
10th of the Month

If Past Due, a 1.5% Late
Payment Penalty Assessed. If
not “Paid as Billed”, 1.5% or a
Minimum Penalty of \$500



New Mexico Public Schools Insurance Authority
Erisa Administrative Services, Inc., Santa Fe, NM 87504 (800) 233-3184

6555 - SAMPLE PUBLIC SCHOOL Billing for May 2021 Page 10

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Premium Billing & Bill Reconciliation Resources

Frequently Asked Questions (FAQ)



New Mexico
Public Schools
Insurance
Authority





Erisa Administrative Services, Inc.

Premium Billing and Bill Reconciliation Employer Frequently Asked Questions

- 1. A discrepancy was discovered while reviewing the monthly premium bill, when should this be reported?**
Discrepancies should be reported immediately to the Erisa Benefits Representative upon discovery.
- 2. When should the monthly bill be reconciled?**
It is recommended that employers reconcile the bill monthly.
- 3. What happens if a new hire enrollment is not submitted before the next month's bill is generated?**
The new hire enrollment and eligibility for the employee will be delayed and the transaction will not appear on the next month's bill. Once the transaction is processed it will appear as an adjustment on the subsequent month's bill.
- 4. What is the penalty for paying the monthly bill after the 10th of the month deadline?**
The penalty for paying late is assessed at 1.5% of the Grand Total Due amount along with an additional assessment of 1.5% of the Grand Total Due or a minimum of \$500, whichever is more. The penalty will double in each subsequent month the penalty is not paid.
- 5. If the 10th of the month falls on a weekend or holiday, what is the last date that payment can be made for that month?**
If the 10th of the month falls on a weekend or holiday, payment is due on the first business day following the weekend or holiday.
- 6. When should an ACH payment be submitted to ensure the bill is paid on time?**
It is recommended that an ACH payment be initiated at least 3 days before 3 p.m. on the 9th of the month or the business day before the due date. ACH payments require approvals that may delay the deposit into the NMSPIA Benefits account.
- 7. When and where can Confirmation notices be accessed?**
Confirmation notices are made available 24-48 hours after the transaction has been processed. The Confirmation notices can be accessed on the Online system at Employer Login>Employer Information>Reports/Statistics>Confirmation link.
- 8. Why does Erisa send an email reminder on the last day business day of the month to submit all enrollment transactions and documents before 5 pm?**
Erisa is required to process all "complete" transactions received by 5:00 p.m. on the last business day of the month to create the next month's bill.
- 9. What report formats are available to download the monthly premium bill?**
There are three different formats available. An Adobe PDF that should be used to pay the bill and an Excel or CSV format to assist with monthly bill reconciliation.
- 10. What is the penalty for paying the incorrect amount on the premium bill?** If the payment is not equal to the Grand Total Due amount a "Paid as Billed" penalty will be assessed at 1.5% of the Grand Total Due amount or a minimum of \$500, whichever is more. The penalty will double in each subsequent month the penalty is not paid.

Premium Billing & Bill Reconciliation Resources

Erisa Email Reminders to Employers



Erisa Email Reminders to Employers

- **Email reminder sent on the 1st business day of the month:
Availability of the NMPSIA Bill**
The benefits premium bill is available from the Employer Login option on the NMPSIA Online Benefit System. You may download your NMPSIA bill by selecting Employer Information > Download Billing. Payments are due by the 10th of the month.
- **Email reminder sent the day before the premium due date:
Premium Payment Reminder**
The premium bill is due tomorrow! To avoid penalties, make sure that your payment is received timely. Disregard this notice if you have already remitted your payment and have verified that it has been sent and/or payment has been recorded on the Online system.
- **Email reminder sent two days before closing the month:
Submit All Enrollment Transactions and Documents**
To avoid a bill reconciliation nightmare next month, confirm you have submitted all received enrollment transactions and required or requested supportive documents. All received enrollment requests must be submitted to Erisa immediately, and no later than _____. Supportive documentation include items such as marriage and birth certificates, as well as signatures of both the employer and employee. *It is imperative that every form submitted be complete.*

INCOMPLETE FORMS WILL NOT BE PROCESSED.
Erisa cannot enter information that is not received. An email to complete the request will *not* be accepted. An "AMENDED" form must be sent with any changes.

If you have any questions, please contact us. We want to try to resolve any issues before the last day of the month.
- **Email reminder sent the last business day of the month:
End of Month Transaction Processing**
Please be sure to send Erisa all transactions that will affect the next month's bill, by 5:00 p.m.

Confirm all forms are complete and signed. If any items are missing, the request will be placed on a "pending" status until we obtain clarification from you. To avoid bill reconciliation discrepancies, please submit transactions as they are received.

Erisa Staff Resources

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Amy Bonal

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Erisa Administrative Services, Inc.

Santa Fe: (505) 988-4974 | Toll Free: (800) 233-3164, Option 1

NMPSIA Staff Resources

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Benefits/Wellness Coordinator

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1.800.548.3724, ext. 62942

Leslie Martinez

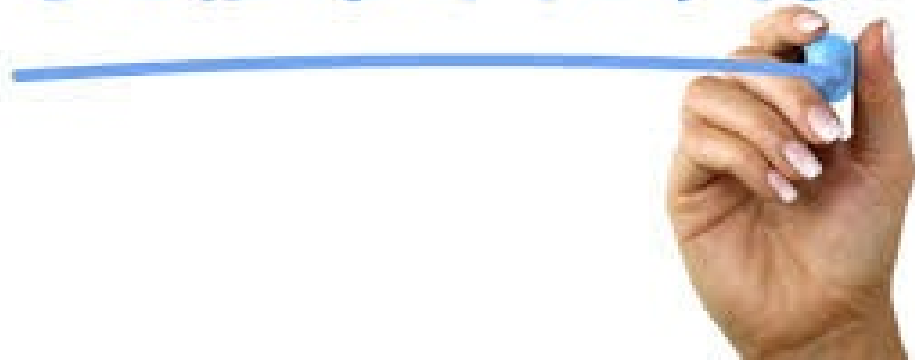
Benefits Analyst

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**Find resources in
the Premium
Billing and Bill
Reconciliation
Toolbox at
nmpsia.com**

QUESTIONS



Thank you for your efforts!