PARKER SMITH & FEEK
An IMA Company

- COMMERCIAL INSURANCE
- EMPLOYEE BENEFITS
- PERSONAL INSURANCE
- RISK MANAGEMENT
- SURETY

Post-Open Enrollment Checklist

After wrapping up another successful open enrollment period, there are a few benefits-related actions your organization can complete to review your strategy's performance. The post-open enrollment tasks are just as crucial as your strategy leading up to and during open enrollment.

Creating post-open enrollment procedures allows employers an opportunity to gather valuable information and feedback that can be used to improve next year's open enrollment process. **Set up your team for success in the future year by completing this checklist:**

POST-OPEN ENROLLMENT CHECKLIST

Final reminder for FSA balances, deadline to spend

Updated financials with new enrollments

Pre-OE and Post-OE enrollment comparison

1. Were steerage strategies effective?
2. Were new plans adopted? Participation levels?

Carrier Status

1. New carrier implementation
    + Executed contracts on file
    + Introduction to service team and resources
    + Training on administrative procedures, forms, and tools
2. All data delivered to plan participants
    + ID cards delivered
    + COBRA packets delivered
    + EOIs delivered/processed
3. All plan documents peer-reviewed, distributed (if applicable), and on file
    + Summary of Benefits and Coverage
    + Plan summaries
    + EOCs requested, begin SPD prep
4. Audit carrier bills
    + Billed rates match sold agreement
    + Negotiated credits (premium allowance, credits, etc.) reflected

Open Enrollment Process

1. Reference renewal timeline – successful in meeting target dates (presentation, communications, meetings, etc.)?
2. Education effectiveness
    + How many people attended meetings?
    + How many accessed content (Brainshark, FLIMP, website, app, etc.)?
    + New education strategies successful?
3. Benefit Administration
    + Mandatory or Passive? Participation percent?
    + Payroll changes completed
    + New EDI/API feeds tested and running
4. Enrollment Firm utilization and feedback

Feedback from plan participants (on plans, carriers, enrollment process)?

Review year-end claims data

Prepare for compliance reporting

1. ACA Reporting
2. CMS Disclosure
3. Non-Discrimination Testing

Opportunities for improved efficiency next year?

Implementing a post-open enrollment plan can help employers fine-tune their employee benefits strategies and ensure their employees have a complete understanding of their benefits.