



Greater Tompkins County Municipal Health Insurance Consortium

125 East Court Street • Ithaca, New York 14850 • (607)274-5590

www.healthconsortium.net • consortium@tompkins-co.org

"Individually and collectively we invest in realizing high quality, affordable, dependable health insurance."

January 24, 2019

To: Consortium Directors/Supervisor & Mayors/ and Bookkeepers

Re: Consortium Invoice Development Process

- A. **Invoice Development:** The Consortium receives a census data report once each month, no later than the 15th. This census report is broken down by group. It is important to know that enrollment changes entered and confirmed in the Excellus system after the 12th of any month will not be on that month's census report. Although the census report is received on the 15th, it is labelled the next month's census. For example, the report received on January 15th is labelled February census.

From the example above, the February census is used by Ms. Hobart, Principal Account Clerk of the Consortium's Treasurers Office (607-274-5403), to create the invoice that is sent to our municipal partners by the 25th of that month (January in this example). The Invoice sent on January 25th is entitled March Invoice. We realize that this is confusing because the census is titled February but is posted on January 12th and is attached to the March invoice.

The reason why the Consortium Invoice sent on January 25th is for March is to allow this invoice to make it on to your February Abstract so that the Consortium will receive premium payment before March 1st.

- B. **When Enrollment Changes appear on invoices:** This process description is especially important to appreciate when there has been an enrollment change. Using the example above: an enrollment change made and confirmed before January 12th (assuming the effective date for the enrollment is in the month of January) would show up on the March premium invoice. The municipality would have already paid the January and February premium invoices for an incorrect population. Ms. Hobart only reconciles enrollments changes when they show up in the Excellus system. Therefore, from the example above, she will make the adjustment (credit or additional) to premium in the March invoice for the previous two months. It is important for our partners to appreciate that for every enrollment change there is a built-in minimum of two months lag in reconciling the enrollment change. If the enrollment change is entered into the Excellus system after the 12th, the reconciliation will be three months from the month the enrollment change was made.
- C. **Reconciling Invoices:** If your municipality has questions about your invoice and especially about an enrollment change, please review the census report included with the invoice to see if the enrollment change is in the Excellus system. If the change is not listed and the Consortium is entering your enrollment changes, please contact Ms. Hobart with your questions. She has records of when the enrollment change was made and will discuss that enrollment change with the invoicing procedure.

Should your municipality's Bookkeeper or Municipal Board have any questions about your premium voucher, please contact Ms. Hobart, Principal Account Clerk (607-274-5403), before the invoice is entered into your Abstract. Ms. Hobart will be able to answer your invoice questions and even amend the invoice if appropriate. It is important for the Consortium's bookkeeping that payments received matches your invoice. Unilateral amending of an invoice, including non-payment, is not acceptable practice.



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- D. **Other Invoicing Policies:** Unpaid or premium invoices not paid in full by the first of the month listed on the invoice are subject to a 1% late payment penalty fee.

Each **municipality determines effective date for all enrollment changes.** Please note that if the effective date is anything other than the first of the month, the coverage will begin on the date specified on the enrollment form, but the Consortium will invoice from the first of the month. **The Consortium does not invoice for partial months.**

I hope this explanation is helpful. Please contact me with any questions about this process.

Sincerely,

Don Barber - Executive Director

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