

Hybrid Disability Program - Billing/Remittance

Introduction:

Thank you for participating in the VACORP Hybrid Disability Insurance Program administered by Anthem Insurance Company. We are proud to work with you.

This introduction email is being sent to all contacts provided on your submission checklist. **Please reply and confirm the email address that should receive monthly billing notices.**

VACORP will handle the billing; Anthem will process disability claims. Below is important information on how to submit payment for coverage of your entity's Hybrid Retirement Plan employees.

You only pay after hiring employees who are enrolled in the Hybrid Retirement plan. If you have NO Hybrid Retirement employees, you pay nothing.

AFTER Hybrid Retirement Employee(s) are hired:

Enrollment:

Employees are enrolled in this disability program when they are entered into the VRS navigator system and payment is made to VACORP, as described below. Individual employee details are not provided to VACORP. Anthem will obtain the information needed to process the claim.

Employer/Member Number:

Your Employer/Member number is provided by VACORP. Please make a note of this important number. It is required when reporting claims and must be included on monthly remittances so your payment is applied accurately.

Billing Process:

This is a self report summary billing process. Each month, VACORP will email the attached remittance. The form has the rates embedded and will automatically calculate the amount due after you enter the following information from the previous month:

1. Employer/Member Number
2. Number of Hybrid Retirement employees* (not employee details)
3. Total Creditable Compensation reported to VRS for all Hybrid Retirement employees*

*This information is found in the monthly VRS report.

Payment Due Date:

By the 15th of the month, forward BOTH the completed remittance statement AND check in the amount due made payable to VACORP, 1819 Electric Road, Suite C, Roanoke, VA 24018.

Disability Program Information on the VACORP website:

Additional information including the Disability Administration Manual, Implementation Webinar, and Frequently Asked Questions, along with

documents for new hybrid retirement employees, such as Benefits-at-a-Glance pages and Claim Forms, are available under the Hybrid Disability Information link at <http://www.vacorp.org/>

Billing Questions:

If you would like additional information related to paying for Hybrid Retirement disability insurance, please email billing-hybriddisability@riskprograms.com.

Claims Access Login:

Your login is generated by Anthem upon receipt of the User Agreement and will be sent directly to you.

Thank you!