



## HR OUTSOURCING

The igia Group™ is available to support your HR administration needs. Let our Human Resources experts help, so you can focus your own expertise where it is most needed: on running your business.

### Our HR support services include:

- ❖ HR strategy and policy development
- ❖ Management of project-based programs
- ❖ On-call HR support services
- ❖ Compensation evaluation and assessment
- ❖ HRIS evaluation and implementation
- ❖ HR consulting and training
- ❖ Temporary/Interim HR support specialists

1-866-973-7350  
[info@theigia.com](mailto:info@theigia.com)

# The igia Group



As your strategic business partner, the experts at The igia Group™ handle your employee benefits administration needs so you can focus on the business of running your business.

[www.theigia.com](http://www.theigia.com)



## OUR MISSION

Today’s complex business environment requires more choices and benefits strategies that simplify the job for you.

The igia Group is your strategic business partner. Our mission is to deliver customized, cost-efficient employee benefits administration services that ultimately ensure the health care investments you make are properly managed and optimized.

## BENEFITS ADMINISTRATION

The igia Group™ serves as your company’s single point of contact for full-service support and management of your employee benefits program, including analyzing your existing group insurance plans and providing recommendations for improving the effectiveness of your group insurance coverage.

Our benefits specialists put their experience and expertise to work by performing all the tasks related to administering your group insurance plan benefits on your behalf. This allows you to put your own expertise back to the business of running your business. The igia Group™ will handle such tasks as:

- ❖ Employee eligibility confirmation and enrollment
- ❖ Open enrollment
- ❖ Verification of coverage
- ❖ Plan renewals
- ❖ Employee terminations, updates and corrections
- ❖ Billing and credits
- ❖ Plan modifications

## VEBA/MEWA MANAGEMENT

The experts at The igia Group work with employers and trade associations to assess the feasibility and cost-effectiveness of forming Multiple Employer Welfare Arrangements (MEWA) and Voluntary Employee Beneficiary Associations (VEBA). When VEBA/MEWA is a viable option, we provide all administrative management and oversight on behalf of participants. We provide the following services:

- ❖ Monitor all administrative activities to ensure compliance with trust documents, trustee policies, and applicable laws and regulations
- ❖ Identify and assess service providers, and monitor their ongoing performance
- ❖ Perform regular reviews of service provider costs and fees, evaluate viable alternatives
- ❖ Collect all sums due to the trust and disburse all sums owed by the trust on behalf of the trustee
- ❖ Provide centralized eligibility management and billing
- ❖ Maintain accurate books and records
- ❖ Serve as custodian of trust documents and records
- ❖ Provide periodic reporting to the trustee
- ❖ Complete all required government filings

## TPA SERVICES

The igia Group™ designs and provides third party administrator (TPA) services to fully and self-insured employers and to trade associations across the country. Our aim is to simplify the administration of increasingly complex health insurance offerings for employers and members. Our high-value solutions help you optimize your investment in health care services while maximizing the rate of return on your benefits investment.

### The igia Group’s™ TPA offerings include:

- ❖ Medical claims administration and support
- ❖ COBRA, FHS, HRA, HSA administration
- ❖ Pharmacy and prescription management
- ❖ Utilization reviews; recommendations for improvement
- ❖ A wide selection of quality products
- ❖ Multi-carrier consolidated billing and payment collection
- ❖ Reinsurance stop-loss placement