

SUSANA MARTÍNEZ
GOVERNOR



ED BURCKLE
CABINET SECRETARY
GENERAL SERVICES DEPARTMENT

A.J. FORTE
DIRECTOR
RISK MANAGEMENT DIVISION

State of New Mexico
General Services Department

ADMINISTRATIVE SERVICES DIVISION
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PURCHASING DIVISION
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No. 13-003

Benefits Administration Letter

Issued per NMSA § 10-7B-1 *et seq.*

Date: May 15, 2013

Subject

Important Changes to Premium Billing Processes for all COBRA Participants in the State's Group Benefits Plan

Effective Date: July 1, 2013

Purpose

In order to improve efficiency and accuracy in all aspects of COBRA Participants' enrollment and billing, the billing processes will change effective July 1, 2013.

NEW Billing Process

Effective July 1, 2013 the following billing process will go into effect for all COBRA participants:

- Premium payments from all payers will be due on a *monthly* basis;
- COBRA Participants will receive an invoice on the *5th of each month* from the State of New Mexico, General Services Department, Administrative Services Division (ASD);
- Payment, in full, is due immediately;
- Failure to make payments within 45 days of the date of invoice will result in termination of benefit(s).

Contact Information for the Third Party Administrator

Effective July 1, 2013, the Benefits Administrator for the State's Group Benefits Plan shall be:

Erisa Administrative Services, Inc.
1200 San Pedro NE
Albuquerque, NM 87110

Phone: 505-244-6000
Toll free: 1-855-618-1800
Fax: 505-244-6009
Email: SONM@easitpa.com

Sincerely,

A handwritten signature in blue ink, appearing to read "A. Forte".

A.J. Forte, Director, Risk Management Division