OEBB's Monthly Invoice Reconciliation Process

These instructions are designed to help OEBB entities reconcile the Monthly Billing Statement received on the first business day of each month. The instructions go over the items submitted by OEBB Financial Services and the items in each entity's MyOEBB Document Management area and how these items can be used to reconcile monthly charges.

Documents in MyOEBB Document Management:

- **Final Monthly Invoice Report**
- **Final Summary Invoice Report**

Documents sent by OEBB Financial Services:

- **Monthly Billing Statement**
- **Retroactive Adjustment Report**

Document Details:

Final Monthly Invoice Report:

This report is run between 8:00 p.m. the last day of the month and 8:00 a.m. the first day of the month. When finished, it can be located in MyOEBB Document Management.

- Example of what you will see in Document Management:

- Partial example of the Final Invoice:

SD ID	ENUMBER	EMPLOYEE NAME	EMP CD.	CARR.	PLAN	Pln Cd	Cnt	Comp	EmpOnly	Emp&Sp	Emp&Ch	Emp&Fm	Cov Dt
	E00123456	ALMOND, SAM	LF										
	E00123456	BALDWIN, KAM	LF	ODS	H Statewide - Composite	MMEDHCA	2	840.99					1-Oct-13
	E00123456	CAT, HAT	CP	ODS	H Statewide - Composite	MMEDHCA	1	840.99					1-Oct-13
	E00123456	DONALD, DUCK	CF	ODS	H Statewide - Composite	MMEDHCA	2	840.99					1-Oct-13
	E00123456	EAGLE, KELLY	LF	ODS	H Statewide - Composite	MMEDHCA	1	840.99					1-Oct-13
LI96974	E00123456	FALCON, BLUE	LF	ODS	H Statewide - Composite	MMEDHCA	2	840.99					1-Oct-13
	E00123456	GAME, DAY	LF										
	E00123456	HAPPY, YOU	LF	ODS	H Statewide - Composite	MMEDHCA	2	840.99					1-Sep-14
BE98945	E00123456	KEEPING, UP	LF										
	E00123456	LARRY, BIRD	LF										
	E00123456	MAKING, PLAYS	RA	ODS	H Statewide - Tiered/Retiree	MMEDHTR	1		353.36				1-Jul-14
	E00123456	OPEN, GAME	LF										
	E00123456	SEATTLE, HAWKS	RL	ODS	C Statewide - Tiered/Retiree	MMEDCTR	5					1680.91	1-Oct-13

Invoice Report for Baker SD 5J, Month: January — MEDICAL/RX RATES

This invoice is in HTML. See below for instructions on how to save into Excel.

Final Summary Invoice Report:

This report is run between 8:00 p.m. the last day of the month and 8:00 a.m. the first day of the month. When finished, it can be located in MyOEBB Document Management.

- Example of what you will see in Document Management:

- Partial example of the Final Summary Invoice:

Plan Summary Invoice Report Month: January

Plans	Composite		Emp. Only		Emp. & Spouse		Emp. & Child(ren)		Emp. & Family		Total	
EE: Entity Name SD 21												
	Cnt	Amount	Cnt	Amount	Cnt	Amount	Cnt	Amount	Cnt	Amount	Cnt	Amount
Oregon Dental Service (ODS) Med PLAN												
A Statewide - Composite	0	0	0	0	0	0	0	0	0	0	0	0
A Statewide - Tiered	0	0	1	810.81	0	0	0	0	0	0	1	810.81
A Statewide - Tiered/Retiree	0	0	0	0	0	0	0	0	0	0	0	0
A Summit - Composite	0	0	0	0	0	0	0	0	0	0	0	0

This document is in HTML. See below for instructions on how to save into Excel.

Monthly Billing Statement:

This document is emailed to the contact on file between 8:00 a.m. and noon on the first business day of each month.

- Partial example of the Monthly Billing Statement:

OREGON EDUCATORS

OEBB

BENEFIT BOARD

1225 Ferry Street
Salem, Oregon 97301-3967
888-469-6322
e-mail: oebbfinancialservices@state.or.us

Federal ID # 41-2246536

Monthly Premium Billing Statement

Entity Number:	1234	Invoice Number:	2063115
Entity Name		Invoice Date	1/2/2015
Primary Contact:	Contact Name	Coverage Period From	1/1/2015
street address		**Payment Due Date:**	**1/12/2015**
		Coverage Period To:	1/31/2015
city	OR zip	ACH Elect:	ACH Debit
E-mail:	email address		

ACCOUNT SUMMARY

Previous Balance	$0.00
Misc. Charges	$0.00
Kaiser Current Month Premium	$0.00
Kaiser 30 Day Retroactive Adjustments	$0.00
Kaiser 60 Day Retroactive Adjustments	$0.00
Kaiser 90 Day Retroactive Adjustments	$0.00
ODS Current Month Premium	$2,234.35
ODS 30 Day Retroactive Adjustments	$0.00
ODS 60 Day Retroactive Adjustments	$0.00
ODS 90 Day Retroactive Adjustments	$0.00

If you have EAP services through OEBB, these charges will show on the bottom of the Monthly Billing Statement:

Reliant Behavior Health Premium	EAP Member Count:	216			$172.80
EAP Additional Hours @ 125.00/Hr divided by 12 Months	Hrs Purchased:	0	Hrs Used TD:	0	$0.00
EAP Additional Hours @ 150.00/Hr Lump Sum in Month of Purchase	Hrs Purchased:	0	Hrs Used TD:	0	$0.00
Total EAP Monthly Premium					$172.80

Retroactive Adjustment Report:

This report is uploaded to the MyOEBB Document Management area between noon and 4:00 p.m. on the first business day of each month.

- Example of what you will see in Document Management:

- Partial example of the Monthly Retro Adjustment Report:

School District Retroactive Adjustment Report

Entity Name

Invoice Number:	1894115	
Invoice Date:	1/2/2015	
Payment Due Date:	1/12/2015	

1234
Contact Name
Email Address

Member Name	SDID	Enum	EC	Med 30	Vis 30	Dent 30	Life 30	LTC 30	Total 30	Med 60	Vis 60	Dent 60	Life 60	LTC 60	Total 60	Me
Smith, Sam		E1234567	CF	935.27	35.28	95.74	36.62	0.00	1,102.91	0.00	0.00	0.00	0.00	0.00	0.00	
Retroactive Adjustment Monthly Totals				935.27	35.28	95.74	36.62	0.00	1,102.91	0.00	0.00	0.00	0.00	0.00	0.00	

Reconciliation Process:

Step 1

Download the Final Monthly Invoice Report from Document Management to Excel. (Instructions on how to save to Excel are below.)

Customize the invoice as needed (hide/delete columns or rows).

Go to the very end of this report, to the "Total" column. This column is highlighted in yellow. Sum this column at the bottom of the invoice report.

Step 2

Open the Monthly Billing Statement (PDF format). Manually sum the "Carrier Name" Current Month Premiums together to get a total for each carrier; e*xample: Kaiser Current Month Premium*.

Do not add the EAP charges to this total. EAP charges are not included on the Final Monthly Invoice Report.

The total current charges on this report will equal the amount on the Final Monthly Invoice Report.

Step 3

Open the Retroactive Adjustment Report. This report identifies all 30, 60, 90 and over 90 day retroactive adjustments. The retros are separated by plan type - Medical, Dental, Vision, Life and LTC. All retro adjustments for Standard Insurance will be totaled in the Life column (including life, disability and AD&D plans). Any changes that go over 90 days will be summed in the "over 90 day" column.

- **NOTE:** If you have an amount in the over 90 day column, you will most likely have a 30, 60, or 90 day adjustment that can help you identify what coverage the over 90 day adjustment is for. If not, please call OEBB Member Services at 888-469-6322 and ask to speak with Financial Services.

Use the Retro Adjustment Report to reconcile the retro adjustments on the Monthly Billing Statement. On the Retro Adjustment Report, the retro amounts will be identified by member. On the Monthly Billing Statement, the retro amounts will be found under the Carrier ## Retroactive Adjustment section *(example: Kaiser 30 Day Retroactive Adjustments)*.

Bottom line: All retroactive adjustments shown on the Retro Adjustment Report will equal the retroactive adjustments on the Monthly Billing Statement.

By using the Final Invoice Report (deposited to MyOEBB Document Management) and the Retro Adjustment Report (deposited to MyOEBB Document Management), you can reconcile to the amounts charged on the Monthly Billing Statement (delivered via email).

Items to Note:

In order to reconcile successfully, use the **<u>Final</u>** Monthly Invoice Report discussed above. This will be the most accurate document. Because changes are made "real-time" in MyOEBB, if you run an invoice report before or after the first business day of the month, it will NOT match the Monthly Billing Statement.

The Final Monthly Invoice Report will show all active members as of the last day of the previous month. For example, if on 2/1/2015 at 9:00 a.m. you terminated a member's coverage back to 1/31/2015, this member's coverage WILL still show active on the February Final Monthly Invoice Report (which was run the night before). You WILL be billed for this member's coverage in February, but then on the March Final Invoice Report you will see a 30 day retroactive adjustment for this member's February coverage.

How to save files into Excel:

Follow these steps to save the Final Invoice and Summary Invoice reports located in Document Management into Excel.

- Go to Document Management
- Right click on the file you want to open
- Select "save target as"
- Save to your desktop
  - o <u>NOTE</u>: Save as type: keep this as an HTML Document (*.htm)
- Open a blank Excel spreadsheet (not full screen)
- Find the document you saved on your desktop
- Drag the HTML file from your desktop into the empty Excel spreadsheet by clicking on it and holding your mouse button down while you move it into the open Excel spreadsheet.
- When you save this Excel file remember to change it to .xls or .xlsx

Running Invoice Reports before the Reports are Final:

You can run a draft invoice report any time throughout the month. All enrollments are entered into the MyOEBB system in real time, so any time a change to an enrollment is made, it will reflect on the next draft invoice report.

To run a draft invoice report:
- On the left side of your MyOEBB screen, go to the Reports section;
- Select Invoice Report;
- Select the month/year for which you are balancing your Payroll;
- Save to Excel

This will allow you to use the enrollments in place at the time you run this to balance to your payroll.

If it is November 15th and you are working on your December payroll, the report month you would want in your report would be December.

If the invoice does not look correct, you have time to change the enrollment of the member in question. Once the correction is made, you can re-run your draft invoice to make sure it is in balance with your payroll deductions.