

Welcome  
to the  
future of HR  
Compliance

Companies with as few as **two employees** are subject to a myriad of mandated HR compliance requirements. Many do not even know they are in violation of the law! By outsourcing your **COBRA, HIPAA, State Continuation, New Hire Reporting, and Compliance Documents Storage** requirements to **The Compliance Office**, you can ensure that your company remains in compliance now and in the future.

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### OUR HR COMPLIANCE COMPONENT

**The Compliance Office** provides you with more HR Compliance services than the traditional third party compliance company. Our services include but are not limited to the following!

- **COBRA Administration, including billing, collections, and eligibility**
- **HIPAA Administration, including Initial Notices and Certificates of Creditable Coverage**
- **State Continuation Administration, including billing, collections, and eligibility**
- **New Hire Reporting (Optional)**

### ADDITIONAL ADMINISTRATIVE FEATURES

To help you manage your benefit plans more efficiently we provide you with...

- **Automatic Loss of Coverage Notices to Carriers at Termination (Optional)**
- **Custom Management Reports**
- **Qualified Beneficiary Enrollment Reports**
- **COBRA and HIPAA Compliance Reports**
- **HIPAA Compliant Compliance Records Access**

### AND FOR YOUR EMPLOYEES ACTIVE COBRA QUALIFIED BENEFICIARIES

- **24/7 Qualified Beneficiary Access To Their Personal Home Page**
- **Coming Soon! Credit Card Acceptance Allowing On Line COBRA Election**

### ALSO COMING SOON!

- **Strategic Marketing Alliance With Two Well Know Payroll Companies – NOW!**
- **TCOHR – Late Summer Early Fall! Ask us about this new product!**