


Tips, Tricks and
Examples of
Invoicing
nuances

GTCMHIC INVOICING

Presented by: Teri Apalovich
tapalovich@tompkins-co.org



- 
- ▶ Enrollment changes that are entered by the Municipality/GTCMHIC and made by Excellus prior to the 12th of the month will be picked up in the Excellus reports that are run on the 14th of the month for billing to the municipality by the GTCMHIC.
 - ▶ GTCMHIC invoices in full months only. This is especially useful to know when entering terminations into Excellus. If an employee's last day is the last day of the month, please use the actual date at the end of the month, do not use the 1st of the next month. If the 1st of the next month is used, the municipality will be invoiced for another full month of insurance for that employee.
 - ▶ For most municipalities (excluding Tompkins County and the City of Ithaca) the Excellus reports that are run the 14th by GTCMHIC of October for example are billing for 2 months out or in this case December and payment is due November 30th. The reason for this timing is so Municipalities that send the GTCMHIC invoice through their abstract have time to get this process completed and have payment to GTCMHIC by the due date.

EXAMPLES:





TOM JONES IS HIRED 2/1/2021

- ▶ Enrollment form entered prior to 2/12/2021
- ▶ Excellus report run by GTCMHIC on 2/14/2021
- ▶ Invoice produced for the Municipality for April 2021, due date of 3/31/2021
 - ▶ There will be a retroactive adjustment for 2 months (February & March)



ANITA BAKER IS HIRED 5/1/2021

- ▶ Enrollment form entered 6/16/2021
- ▶ Excellus report run by GTCMHIC on 5/14/2021
 - ▶ Invoice produced for the Municipality for July, due date of 6/30/2021 will not have Anita Baker on it
- ▶ Excellus report run by GTCMHIC on 6/14/2021
 - ▶ Invoice produced for the Municipality for August, due date of 7/31/2021 will not have Anita Baker on it.
- ▶ Excellus report run by GTCMHIC on 7/14/2021
 - ▶ Invoice produced for the Municipality for September 2021, due date of 8/31/2021 will have a Retroactive adjustment added for 4 months (May, June, July & August for Anita Bake



JACK BLACK TERMINATED ON 6/30/2021

Example with Incorrect Term date

- ▶ Enrollment form is entered on 7/10/2021 with a term date of 7/01/2021
- ▶ Excellus report run by GTCMHIC on 7/14/2021
 - ▶ Invoice produced for the Municipality for September 2021, due date of 8/31/2021
 - ▶ Jack Black will continue to be on this invoice.
- ▶ Excellus report run by GTCMHIC on 7/14/2021
 - ▶ Invoice produced for the Municipality for October 2021, due date of 9/30/2021
 - ▶ The invoice will contain a Retroactive adjustment for 2 months (August & September)

In this example the Municipality would be paying for the month of July for Jack Black



JACK BLACK
TERMINATED ON
6/30/2021

Example with Correct Term date

- ▶ Enrollment form is entered on 7/10/2021 with a term date of 6/30/2021
- ▶ Excellus report run by GTCMHIC on 7/14/2021
 - ▶ Invoice produced for the Municipality for September 2021, due date of 8/31/2021
 - ▶ This invoice will contain a Retroactive adjustment for 2 months (July & August).

In this example the Municipality would **NOT** be paying for the month of July for Jack Black

2022 GTCMHIC INVOICING

Highlights of the backup provided with the invoice and the new invoicing format starting with the new 2022 rates.

Presented by: Teri Apalovich
tapalovich@tompkins-co.org

Group Id	Group Name	Subgroup Id	Subscriber Id	Subscriber Last Name	Subscriber First Name	Contract Type	Subscriber PlanId	Subscriber Plan	Subscriber Status	Subscriber Eff	Subscriber Termination Date	Subscriber Class Id	Subscriber Class Desc
00036765	Village	0001	212345678	Blue	Michael	1	MBP00100	PPO \$10, ER \$35, Kids OV \$0	Active	11012021	11302021	A100	Actives

➤ THE ABOVE IS AN EXAMPLE OF THE EXCEL DOCUMENT THAT IS BEING ATTACHED TO THE INVOICE THAT GTCMHIC SENDS MID MONTH.

HIGHLIGHTS:

CONTRACT TYPE:

1 – INDIVIDUAL/SINGLE
2-5 - FAMILY

SUBSCRIBER STATUS:

ACTIVE: ACTIVE MONTH CHARGES
BLANK: RETROACTIVE ADJUSTMENT

SUBSCRIBER EFFECTIVE DATE/TERMINATION DATE

WITH SUBSCRIBER STATUS OF ACTIVE - DATE OF THE EXCELLUS REPORT PERIOD
WITH SUBSCRIBER STATUS OF BLANK – THIS IS THE ACTUAL EFFECTIVE/TERMINATION DATES

Invoice

Date	Invoice #
1/1/2022	4663

PO Box 7
Ithaca, NY 14851

Bill To
City of Cortland Finance 25 Court Street, Suite C Cortland, NY 13045

Due Date	TERMS
JAN 2022	NET 30
12/31/2021	

Description	# Of Policies	Monthly Rate	Amount
2022 City of Cortland CB A100 Individual 0001	1	1,060.77	1,060.77
2022 City of Cortland CB A100 Family 0001	1	2,299.18	2,299.18
2022 City of Cortland CB Retiree R.100 Individual R001	1	1,060.77	1,060.77
2022 City of Cortland CB Retiree R.100 Family R001	1	2,299.18	2,299.18
2022 Platinum Plan - Individual	1	728.93	728.93
2022 Platinum Plan - Family	1	1,895.24	1,895.24
2022 Platinum Plan - Individual - Retirees	1	728.93	728.93
2022 Platinum Plan - Family - Retirees	1	1,895.24	1,895.24

Total	\$11,968.24
Credits	\$0.00
Balance Due	\$11,968.24

Change to the 2022 invoices:

- One Rate:
 - Medical & Prescription rates are now added together.

One request:

- Could all please make sure that the remit address has been change on the checks being mailed to the Consortium?
 - I'm not located in the Tompkins County Administration building as Jessica was and there have been delays in getting payments applied.