

A Streamlined Solution for Multi-Campus Benefits Billing Management

How AdminaHealth's Billing Suite Improved Complex Monthly Premium Billing Administration for Leading Edge Academy

Executive Summary

Leading Edge Academy, a growing educational institution composed of six schools across four locations within three school districts with three unique EINs, faced significant challenges in managing their monthly employee benefits premium billing. The manual reconciliation process matching their invoices to enrollment and payroll was time-consuming, error-prone, and inefficient. They wanted to keep their current broker, BenAdmin, and payroll system (they used Employee Navigator and payroll system Gusto) and find an independent billing solution. AdminaHealth's innovative SaaS solution streamlined the entire process.

Challenges

School finance leaders Michelle and Kate knew that their premium billing data was not always correct, but the only way to discover the discrepancies was using a highly manual and time-intensive monthly reconciliation process. They would separate all benefits bills by campus and create spreadsheets with all data including balances that needed to be tracked moving forward. They were required to charge back premium to each campus. Further complicating matters, their employee population was on multiple pay schedules and each system (enrollment, payroll, and vendor invoices) used different employee identifiers. Finally, they needed to ensure compliance with IRS regulations.

Solution

AdminaHealth offered a comprehensive solution that served as a bridge between Leading Edge Academy's enrollment, payroll, and invoice data. By automating reconciliation, consolidation, and compliance with IRS regulations, the software provided a streamlined process. Whereas previously they had been spending on average 27 hours per month, with AdminaHealth they reduced the time spent to only one to 1.5 hours total! The consolidated invoicing module accurately determined the amounts needed for monthly chargebacks to each campus. Michelle and Kate were delighted with the ongoing support provided by the AdminaHealth Customer Success team, who supported them throughout the monthly billing process.

Results

The AdminaHealth Billing Suite has been a game-changer for Leading Edge Academy. As an independent billing solution, it allowed Michelle and Kate to maintain their existing relationships with their broker and BenAdmin platform while streamlining the synchronization of billing data across the monthly premium billing ecosystem. Previously time-consuming tasks now take only minutes, and any discrepancies are easily identified. The school now has a reliable, efficient, and accurate monthly billing system.

