

5 THINGS TO LOOK FOR IN AN ADMINISTRATIVE SERVICES PARTNER



With the right administrative services partner—one that understands your business and will work with you on everything from payroll to health insurance—you can cut costs and eliminate frustration.

You want to work with a team that helps you focus on what you love about your business. Here's what to look for:



1

A ONE-STOP SHOP FOR ALL YOUR NEEDS

Make sure you choose a company that can take care of all your administration needs—payroll, COBRA, 401Ks, and reimbursement accounts such as HSAs, FSAs, and HRAs. With one partner, there's no need to run interference between multiple vendors, your critical data is centralized, and important regulatory changes won't slip through the cracks. The right partner can even work seamlessly with your health insurance company to achieve even greater operational efficiencies. The result? Less direct oversight from you and more savings for your company.



2

A FIRST-CLASS EXPERIENCE

A good administrative services partner puts you and your employees first. It shows in both the level of service they provide and the specialized tools they bring to the partnership. Your partner should offer an efficient, streamlined experience with web-based tools and mobile apps that deliver secure access to account information wherever and whenever you need it.

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DECADES OF BACKGROUND KNOWLEDGE

A seasoned partner will have both the depth of experience and the processes in place to ensure you're prepared for enrollments, plan electives, updates, and recordings. That way, they'll be more capable of creating a unique plan that fits your organization's needs and can evolve to include future changes.



RELIABILITY AND SPEED WHEN YOU NEED IT MOST

When it comes to compliance, speed can be just as critical as accuracy. Make sure the company you choose guarantees rapid processing, customer service, and payments. They should also keep you apprised of all federal regulation changes and let you know well in advance when a document requires restatement.



TRUE PARTNERSHIP

Your administrative services partner should be more than another vendor. They should be as invested in your organization's success as you are. The best companies can work alongside your internal HR team—and even your insurance company—freeing you to be more strategic and get back to what you're best at.

Find an administrative services partner that can deliver in these five areas, and you can cut your to-do list in half. So you and your team can spend less time worrying about logistics and paperwork. And more time focusing on what really matters.

Did you know Excellus BlueCross BlueShield offers administrative services through our partner, Lifetime Benefit Solutions? Talk to your rep today to learn more.

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