



IPBC NEWSLETTER - August 2025



January 1, 2025 Open Enrollment

Are you a 1/1 Open Enrollment Group? Then you need to read the attached document and make notes of the dates. All open PlanSource transactions must be completed before the data rollover date and all open enrollment changes for 1/1/26 must be made within the window noted in the timeline.

[January 1, 2025 Open Enrollment Timeline.](#)



Ask IPBC

The August Ask IPBC will be on 8/19 at 1:30PM. Executive Director Cook will review the YTD status of IPBC finances before we open it up for general Q&A.

[Register Here](#)



Benefit Consulting Staffing Analysis Update

Since announcing the Benefit Consulting Staffing Analysis, we have received several questions. **Attached** are answers to the questions received to date. Full proposals are not due until the end of September, and the proposals will be made available on the IPBC website.

The Benefit Consulting Taskforce will meet on 10/17 from 9-1 to review the proposals. This meeting is open to all IPBC members that wish to attend. A location is TBD, but we plan to have a virtual option as well.

If you have additional questions you would like the Taskforce to review, please submit them **[here](#)**.



2024-25 Wellness Program Draft Results

The 2024-25 Wellness Program ended on 6/30/25. Tier submissions were due 6/16/25. **Attached** are the draft results. If you have any questions on the draft, please let your Service Team Member know by 8/15. Any earned incentives will be available upon completion of the annual audit (usually in November)

IMPORTANT REMINDERS - PLEASE READ!

Auditing Employees

We have seen an increase in avoidable coverage error requests recently. It is very important that IPBC Member Groups audit their covered employees in PlanSource for accuracy. All terms, new hires and new dependents should be processed in a timely manner to ensure your data (and therefore billing) is accurate in PlanSource.

A good practice is to review the preview invoices that come out on the 18th of every month. If there was a term, or new hire, or new dependent and it is not accounted for, you have the ability to make modifications before the final invoice posts on the 25th.

By reviewing your data periodically in PlanSource, you make sure our billing is accurate and your employees are covered appropriately.

Sending Personal Information via Email

Recently, we have seen an uptick in IPBC Member Groups sending SSN via unsecured email to IPBC and Service Team staff. Personal information should **NEVER** be sent via unsecured email. If you do not have the ability to send a secure email, reach out to IPBC or Service Team Staff and ask for a secure email to be sent.

Its always best to err on the side of caution with employee information. Think to yourself - if it was your information that was being shared, would you be comfortable with it being shared unsecured? If you aren't sure if the information is PHI, just reach out to your Service Team Rep and they will provide guidance.

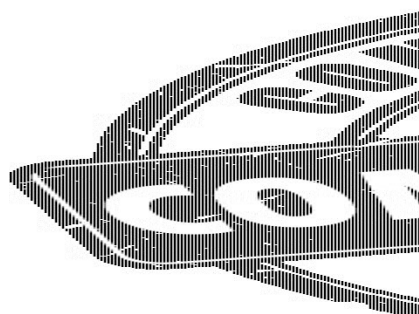
Use of Dummy SSN

Please remember when entering new employees or dependents, you should **NEVER** enter a dummy SSN. The use of dummy SSNs cause serious issues on the carrier side and negatively impact coverage. Please note that there is an additional window of time built into PlanSource for newborns to enter SSN.

Upcoming Governance Meetings

All meetings held via Teams unless otherwise noted. Agendas and Meeting Links will be posted on the IPBC website a few days prior to the meeting.

8/28/25, 9:30 AM	Membership Committee
9/9/25, 9:30 AM	Operations Committee
9/11/25, 9:30 AM	Finance Committee
9/18/25, 9:30 AM	Member Update Meeting
9/25/25, 9:30 AM	Executive Board



Dependent Verification Policy

Remember that IPBC Member Groups are required to complete a dependent audit every 5 years. Several groups are required to complete by the end of 2025.

[View Information Here](#)

CMS Disclosure Requirements

That time of the year for the annual disclosure to CMS is approaching. Please look out for an email later this month with instructions. The annual disclosure cannot be done at the IPBC level on your behalf. More to come!



IPBC Programs

- [Wellness Program Updates](#)
- [Member Responsibilities](#)
- [Compliance - HDHP Increase](#)

Other Links

- [IPBC Forms](#)
- [Monthly Reporting](#)
- [Communication Guide Q&A](#)
- [Member Group Contact Updates](#)

The IPBC Monthly Newsletter is geared towards IPBC member groups HR, Administrative and Finance Staff that are responsible for management of their IPBC benefit plans.

Want to receive vendor/carrier updates? We have a separate Vendor Update Newsletter that is sent out mid-month. To join that mailing list, [click here](#).

ipbchealth.org



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