

HRA

Sample Communications Schedule



UMR understands how important effective communications are to you and your plan participants. Our suite of materials can be used throughout the life of your HRA to provide education, information and tips to plan participants so they can get the most out of your benefits plan.

Our standard HRA communications schedule contains many of our most popular materials. Please note this is only a sample schedule based on a Jan. 1 effective date. We can work with you to create a customized communications plan and materials that fit your benefits timeline and unique needs.

October – December (open enrollment)



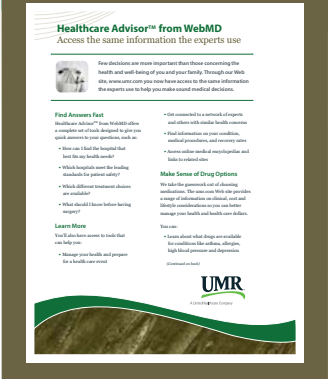
Communication Title	Message
HRA Introduction	Introductory brochure that promotes the features and benefits of an HRA.
10 Things You Should Know About HRAs	A list of 10 HRA tips/facts.
Eligible Expenses List	Overview of eligible and ineligible expenses as defined by the IRS code.
FSA with Auto Reimbursement Introduction	Explains the features and benefits of a flexible spending account, including a worksheet to help estimate how much a member should contribute.

January (effective date)



Communication Title	Message
Online Services	Overview of how to access UMR's online Web tools.
Frequently Asked Questions — How To Use Your HRA	Frequently asked questions and answers on how to use your HRA.
10 Ways To Control Health Care Costs	A list of 10 ways to control health care costs.

February – April (effective date plus 1 – 3 months)



Communication Title

Message

How To Read Your HRA EOB

Instructions on how to read your explanation of benefits (EOB).

Healthcare Advisor™

Overview of Healthcare Advisor™ from WebMD, the information that can be found on Healthcare Advisor™ and how to access it.

10 Things You Should Know About HRAs - 2nd Mailing

A list of 10 HRA tips/facts.

May – August (effective date plus 4 – 7 months)



Communication Title

Message

Do You Know Your BMI?

Explains body mass index (BMI) and provides a chart for calculating BMI.

Sunscreen

Information about sunscreen and preventive care reminders for sun exposure.

Child Screening/ Immunization Guidelines

Provides child health screening guidelines and immunization schedules from birth to age 18.

Healthcare Advisor™ - 2nd Mailing

Overview of Healthcare Advisor™ from WebMD, the information that can be found on Healthcare Advisor™ and how to access it.

September – December (effective date plus 8 – 11 months)



Communication Title

Message

HRA Introduction - 2nd Mailing

Introductory brochure that promotes the features and benefits of an HRA.

Adult Screening/ Immunization Guide

Provides adult (18+) immunization guidelines.

10 Ways To Control Health Care Costs - 2nd Mailing

A list of 10 ways to control health care costs

Tips for Managing Stress

A list of tips for managing stress.

Let us build a communication plan that fits your needs. For more information, contact your UMR representative.



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