



# Benefit Administration with IHP

## Virtual Benefit Administration System (Vbas)

Vbas is proprietary, secure database that internally manages benefit data, empowering Employers to enter, store and access both employee and benefit information – anytime, anywhere.

### EMPLOYER PORTAL

The Vbas employer site allows HR to manage all back-office functions and monitors benefit activity.

- **CONFIGURE** – control eligibility, workflows and enrollment based on payroll group, location or department.
- **ANALYZE** – choose from standard reports or use the ad hoc reporting to create custom reports.
- **RECONCILE** – calculate the billing and adjustments for each benefited person and produce consolidated billing.
- **COMMUNICATE** – provide employees with documents, forms, employee announcements, resource links and SPDs.

### EMPLOYEE PORTAL

The Employee Portal is an employer-branded, web-based enrollment and information center.

- **ENROLL** – guides employees through enrolling themselves and dependents and allows for side by side plan comparison.
- **MANAGE** – perform self-service changes such as enrollment, entering life events and other maintenance activities.
- **LEARN** – view plan summaries, employee communications and plan benefit links through the resource center.



We have leveraged the latest technologies to develop an internal system that Employers and Employees can use to manage their healthcare – anytime, anywhere.

