

IMPORTANT NOTICE

To: All WakeMed Employees
Subject: Dependent Eligibility Audit

Employees are accountable for the accuracy of their enrollment of themselves and dependents in our benefit plans. WakeMed will periodically audit dependent records in an effort to be consistent in applying plan rules and to be fiscally responsible in our plan costs and healthcare spending. Ineligible dependents add costs to the benefit plans that impact all of us. Please see your Employee Benefits Handbook to determine who is considered to be an eligible dependent, or contact our department with any questions. Covering an ineligible person can be considered fraud.

Audit process:

- The dependent audit is random. If you are selected for audit, you will have 30 days to provide valid documentation to successfully verify your dependents as eligible. You are encouraged to respond quickly.
- You may be contacted at any point in your employment with WakeMed to document dependents that you are covering on one or all of our group plans.
- If you are contacted, you will need to provide requested documentation supporting any or all persons you have previously covered or are covering on your current benefits with WakeMed. The notice you receive will explain requirements for documentation in more detail.
- Dependents not verified will be removed from the plan(s). In other words, if you do not respond, the dependent(s) will be removed from coverage and considered to be ineligible.
- Failure to receive the notice due to inaccurate contact information is not a valid reason for non-compliance with the audit process. Maintaining an accurate address and phone number in Employee Self Service (ESS) is each employee's responsibility.
- A dependent removed from coverage due to being ineligible, or due to lack of response or insufficient documentation, is not eligible for COBRA continuation, reimbursement of premiums, and may be required to reimburse any paid claims.

If you have questions regarding your dependent eligibility or the audit process, please contact our department via email at benefits@wakemed.org or by phone at 919-350-8143.