

COBRA Appeal Process:

1. Read the instruction page in its entirety
2. Complete all sections of this form
3. Email, fax, or mail completed form to:
 - Email:** COBRArequests@marshmma.com
 - Fax:** 1-800-595-4642
 - Mail:** Attn. COBRA & Billing
My Benefits Service Center
P.O. Box 350
Conshohocken, PA 19428

Part I Consumer Information (Please Print)		
Company	Qualified Beneficiary Name (First, M, Last)	Date of Birth (MM-DD-YYYY)
Address		Member ID Number
City	State	ZIP Code
Email Address		Daytime Phone

Part II Reason for Missed Payment/Appeal

<p>Notifications</p>	<p>Please allow up to 10 business days for your appeal to be reviewed and an outcome to be issued.</p> <p>Any notifications regarding the outcome of your appeal will be communicated by phone.</p> <p>If you have any questions regarding the status of your request, please contact your Benefits Service Center at 800-580-6854 to speak with an Employee Advocate.</p>
<p>Terms of Reinstatement</p>	<p>In the event your appeal is approved, <u>you will be responsible for all payments up to and including the current month before coverages will be reinstated.</u></p> <p>Please do not send in payment unless you've received notice your appeal was approved.</p> <p>Please remit payment by check or money order using the information provided on your premium billing coupons.</p> <p>Once all current and past due premiums are paid, reinstatement of coverage may take up to 7-10 business days.</p> <p>If you or a dependent of yours are experiencing a medical emergency and all current and past due premiums have been paid, please contact your Benefits Service Center at 800-580-6854 to speak with an Employee Advocate.</p>
<p>Recurring Payments:</p>	<p>As part of your participation in COBRA, we also offer participation in automatic recurring ACH payments for your monthly premiums.</p> <p>It is highly recommended you participate in recurring payments for future payments once all current and past due premiums have been paid.</p> <p>To set up recurring ACH payments, please register for your account at cobra-link.com using the information provided in your initial notice or log in if you've registered online previously.</p>