

Funding Accounts

A GUIDE TO REPORTS & FUNDING



A plan for life.

Managing Your Funding Accounts

You will receive regular communications and can access monthly reports to assist you with managing your group's health reimbursement arrangement (HRA) and/or flexible spending account (FSA).

How the Funding Works

When your employees submit claims or use the debit card for qualified expenses, Capital District Physicians' Healthcare Network, Inc. (CDPHN) and/or our debit card vendor will pull the funds directly from your bank account.

CDPHN and our debit card vendor will communicate with you on a regular basis regarding the administration of your health funding arrangement(s). Below is a table displaying the various types of emails you will receive.

The communications listed in the table below are notifications only and do not contain specific member information. Detailed member information is available in the monthly reports, which are described in the following pages.

Name	Description	Frequency	From Address	Subject example
Daily Settlement	Notification of the amount of funds that will be drawn from your bank account from that day's debit card transactions. See your monthly Debit Card Transaction Reconciliation report for details.	Daily	wca.supportissue@alegeus.com	Daily Settlement Activity for Dec. 20.
CDPHN Weekly Settlement	Notification of the amount of funds that will be drawn from your bank account from that week's processed manual or integrated claims. Includes an attachment. See your monthly Claims Transaction History report for details.	Weekly (Tuesdays)	Health_Funding_Alerts@cdphp.com	Health Funding ACH Request
Non-Sufficient Funds	Notification that the CDPHN request for funds was denied by your bank due to non-sufficient funds (NSF), and that the NSF fee will be applied to next month's bill. Request to move the appropriate funds to the target bank account.	Upon event	Health_Funding_Alerts@cdphp.com	Health Funding NSF Notification

Navigating Your Reports


To access your monthly funding account reports, log in to www.cdphp.com. Your reports can be found by clicking “View Reports,” under the broker/employer account tab.

Membership Enrollment Report:

This report provides an enrollment roster for funding accounts and other CDPHP® plans.

Helpful Tip:

- Because member enrollment in the HRA is automatic with the enrollment in the corresponding high deductible medical plan, it will not show on a separate line.



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Membership Enrollment

Date Range: November 1 - November 30

Group Displayed: 12345678 ABC Company, Inc.

Report ID : 1234

Run Date : 12/1

Run Time : 10:57:0 AM

Parent ID: 00000000 - Not Assigned

Employer ID: 123456789 ABC Company, Inc.

Subgroup Identifier	Subgroup Name	Class Identifier	Class Description	Subscriber Identifier	Member Identifier	Member First Name	Member Last Name	Member Relationship Code	Member Gender Code	Member Date of Birth	Product Type	Product Name
0001	Employees - HDPP0	0001	Employees	CD0000000X	CD00000000X	Harry	Faux	SUB	MALE	Jul-24-1981	FSA Product	N/A
0001	Employees - HDPP0	0001	Employees	CD0000000X	CD00000000X	Ronald	Faux	SUB	MALE	Apr-6-1945	FSA Product	N/A
0001	Employees - HDPP0	0001	Employees	CD0000000X	CD00000000X	Francine	Faux	SUB	FEMALE	Jun-19-1977	FSA Product	N/A
0001	Employees - HDPP0	0001	Employees	CD0000000X	CD00000000X	Brianne	Jones	SUB	MALE	Mar-19-1950	FSA Product	N/A
0001	Employees - HDPP0	0001	Employees	CD0000000X	CD00000000X	Amy	Jones	SUB	FEMALE	Dec-28-1976	FSA Product	N/A
0001	Employees - HDPP0	0001	Employees	CD0000000X	CD00000000X	Emily	Grendal	SUB	FEMALE	May-2-1994	FSA Product	N/A
0001	Employees - HDPP0	0001	Employees	CD0000000X	CD00000000X	Nicky	Grendal	SUB	MALE	Aug-26-1982	FSA Product	N/A
0001	Employees - HDPP0	0001	Employees	CD0000000X	CD00000000X	Andrea	Valmass	WIFE	FEMALE	May-22-1982	FSA Product	N/A
0001	Employees - HDPP0	0001	Employees	CD0000000X	CD00000000X	Ellie	Valmass	DGHTR	FEMALE	Jan-17-2013	FSA Product	N/A
0001	Employees - HDPP0	0002	Owners	CD0000000X	CD00000000X	Richard	Zima	SUB	MALE	May-6-1950	Medical	HDPP0
0001	Employees - HDPP0	0002	Owners	CD0000000X	CD00000000X	Richard	Zima	SUB	MALE	May-6-1950	Pharmacy	HDPP0

* This data is intended only for the use of the individual or entity specified in the Health Funding Arrangement Administration Agreement, as updated from time to time, and may contain information that is privileged and confidential. The information within this report is intended to be used for internal purposes only and should not be shared as a result of a financial reporting system.


Member First Name	Member Last Name	Member Relationship Code	Member Gender Code	Member D
Harry	Faux	SUB	MALE	Jul-24-1981
Ronald	Faux	SUB	MALE	Apr-6-1945
Francine	Faux	SUB	FEMALE	Jun-19-1977
Brianne	Jones	SUB	MALE	Mar-19-1950
Amy	Jones	SUB	FEMALE	Dec-28-1976
Emily	Grendal	SUB	FEMALE	May-2-1994
Nicky	Grendal	SUB	MALE	Aug-26-1982
Andrea	Valmass	WIFE	FEMALE	May-22-1982
Ellie	Valmass	DGHTR	FEMALE	Jan-17-2013
Richard	Zima	SUB	MALE	May-6-1950
Richard	Zima	SUB	MALE	May-6-1950


Claim Transaction History Report:

This report shows all of the transactions for manually submitted or integrated claims processed by CDPHN on a weekly basis. It is sorted by check date. A monthly roll-up report is also provided.

Helpful Tip:

- ▶ If you offer both an HRA and FSA, the detail is displayed on separate tabs for each account.
- ▶ Check runs are every Tuesday, based on previous week's claims.
- ▶ Due to timing issues, claims processed at the end of a month may not appear until the following month's report.

 A plan for life.		Claim Transaction History Report 12345678 - ABC, Inc. Nov 5 - Dec 5				Report ID : 4567 Run Date : 12/5 Run Time : 03:40:56 PM
Summary		HRA	FSADEPCR	FSA	Total	
11/7 0002	Employees - HDEPO	\$3,448.31	\$834.60	\$4.83	\$4,287.74	
11/14 0002	Employees - HDEPO	\$3,767.03		\$996.16	\$4,763.19	
11/21 0001	Employees - HDPPPO			\$30.00	\$30.00	
0002	Employees - HDEPO	\$5,965.75	\$384.62	\$85.44	\$6,435.81	
11/28 0002	Employees - HDEPO	\$3,496.23	\$550.00		\$4,046.23	
12/5 0002	Employees - HDEPO	\$3,459.42	\$370.43	\$8.00	\$3,837.85	
Total		\$20,136.74	\$2,139.65	\$1,124.43	\$23,400.82	

 A plan for life.		Claim Transaction History Report 12345678 - ABC, Inc. HRA Records Nov 5 - Dec 5				Report ID : 4567 Run Date : 12/5/2017 Run Time : 03:40:56 PM
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Claim Paid Date	Subgroup ID	Subgroup Name	Subscriber ID	Subscriber Last Name	Subscriber First Name	Claim ID	Date of Service	Claim Type	Amount Paid
11/7	0002	Employees - HDEPO	CDXXXXXXX	Smith	Bob	12345ABCDE00	10/24	HRA	\$25.89
			CDXXXXXXX	Jones	Jane	12345ABCDE01	10/30	HRA	\$4.62
			CDXXXXXXX	Johnson	Eric	12345ABCDE02	10/30	HRA	\$79.55



Claim Transaction History Report

12345678 - ABC, Inc. FSA Records
Nov 5 - Dec 5

Report ID : 4567
Run Date : 12/5
Run Time : 03:40:56 PM

Source: Enterprise Data
Report Path: Public Folder

Claim Paid Date	Subgroup ID	Subgroup Name	Subscriber ID	Subscriber Last Name	Subscriber First Name	Claim ID	Date of Service	Claim Type	Amount Paid
11/7	0002	Employees - HDEPO	CDXXXXXXX	Smith	Alex	12345ABCDE00	10/28/2017	FSA Medical	\$4.83
			CDXXXXXXX	Cash	Michael	12345ABCDE01	3/1/2017	FSA Dependent Care	\$192.30
			CDXXXXXXX	Kohen	Nicole	12345ABCDE02	7/24/2017	FSA Dependent Care	\$450.00
			CDXXXXXXX	Brown	Sally	12345ABCDE03	9/1/2017	FSA Dependent Care	\$192.30
0002 - Total									\$839.43
11/7 - Total									\$839.43

Claim Transaction History Report										Report ID : 000X Run Date : Nov 5 Run Time : 03:19:21 PM
12345678 - ABC, Inc. Refund Transactions										
Line of Business Name	ID Number	Payee Name	Claim ID	Member ID	Member Name	Create Date	Activity Date	Refund Amount		
HRA	2	Robert Faux, MD	XX1234567	CDXXXXXXX	George James	11/4	11/5	(\$171.42)		
Prism Solar Technologies Inc - Total									(\$171.42)	
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Summary Refunds HRA FSA										

Debit Card Bank Transaction Reconciliation:

This report shows all of the debit card transactions on a weekly basis. It is sorted by settlement date. Please note: if there is no debit card activity during that time period, you will not receive this report. A monthly roll-up report is also provided.

Helpful Tip:

- ▶ If you offer both an HRA and FSA, the FSA debit card transactions will display first.
- ▶ Withdrawals will display in your account as MBI or Medibank from our debit card vendor.



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Debit Card Transaction Reconciliation Report

Report ID: 1234
Run Time : 03:41:33 PM

Data as of: 12/05
Employer Group: 12345678 - ABC Company, Inc.
Plan Begin Date: 03/01
Account Type: FSA

Settlement Date: 11/6

Member Last Name	Member First Name	Member ID	Subgroup ID	Transaction Date	Transaction Amount
Waters	Bobby	CDXXXXXX	0002	11/6/2017	\$19.03
Total for Settlement Date:					\$19.03


Settlement Date: 11/7

Member Last Name	Member First Name	Member ID	Subgroup ID	Transaction Date	Transaction Amount
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ACCESS REPORTS
EASILY AND
SECURELY


FSA Contribution Log (FSA Groups Only):

This report shows the contributions to each participant's Health FSA and/or Dependent Care FSA made by the employee and/or the employer, as determined by the plan design. The contribution date should correspond with the payroll date, as contributions are made through payroll deductions.

 A plan for life.										FSA Contribution Log										Report ID: 1234 Run Date: 12/15 Run Time: 10:43:48 PM			
Date as of: December-18 Parent ID: 00000000 Not Assigned Employer ID: 12345678 - ABC Company, Inc. Plan Begin Date: March-17										nt													
										\$14.29										Employer Contribution Amount			
										\$9.61										Employee Contribution Amount			
XXXXXXXXXXXX Smith John 0001 Medical FSA 0001 Electronic 12/1										\$9.62										\$14.29			
XXXXXXXXXXXX Jones Paul 0002 Medical FSA 0001 Electronic 11/17										\$9.61										\$9.61			
XXXXXXXXXXXX Jones Paul 0002 Medical FSA 0001 Electronic 11/17										\$9.61										\$9.62			
XXXXXXXXXXXX Jones Paul 0002 Medical FSA 0001 Electronic 11/17										\$9.61										\$9.61			
XXXXXXXXXXXX Jones Paul 0002 Medical FSA 0001 Electronic 12/1										\$9.61										\$9.61			
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Group HRA Summary Statement (HRA Groups Only):

This report provides information on allocation, carryover, reimbursement amounts, and balances for each participant. If your HRA plan design includes a deductible, this will also show how much of that has been satisfied. At the end of the plan year, run out activity will be reported in the Run Out Group HRA Summary Statement. The Run Out report will be generated at 30/60/90/105 days after the plan end date.



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Group HRA Summary Statement

Data as of
Parent ID: 00000000 - Not Assign
Employer ID: 12345678 ABC Company
Plan Begin Date: Mar 1

Report ID: 1234
Run Date: 12/5

		Allocation Amount	HRA Carryover	Total HRA Dollars	Reimbursements	HRA Balance
		\$10,480.00	\$0.00	\$10,480.00	\$826.71	\$9,653.29
Employee ID	Employee Last Name					
CD00000001	Adams	\$10,480.00	\$0.00	\$10,480.00	\$7,960.83	\$2,519.17
CD00000002	Anderson	\$4,365.00	\$0.00	\$4,365.00	\$0.00	\$4,365.00
CD00000003	Brown	\$10,480.00	\$0.00	\$10,480.00	\$1,373.88	\$9,106.12
CD00000004	Brown					
CD00000005	Chen					
CD00000006	Falso					
CD00000007	Falso					
CD00000008	Falso					
CD00000009	Falso					
CD00000010	Falso					
CD00000011	Falso					
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Imputed Income Report:

This report provides information on any employees who have ineligible transactions. If a member has remaining unsubstantiated card transactions at the end of the run-out period following the end of the plan year, the total of those transactions must be reported by the employer as taxable income on the participant's W-2 or 1099 form.

Helpful tips:

- There is a “draft report” at the end of the plan year to allow you time to work with your employees to try and satisfy the ineligible transaction if you so choose.
- There is a “final report” after the run-out period has ended.

Name		Division:											
Account Type	FSA												
	Transaction Date	Claim Type	Description	Total Claim Amount	Eligible Amount	Approved Amount	Ineligible Amount	Pended Amount	Denied Amount	Denied Reason	Reimb Method	Claim Number	SCC/MCC
Ineligible	7/14/2016	POS		\$110.00	\$110.00	\$0.00	\$110.00	\$0.00	\$0.00	N/A		N/A	8042
	Total Ineligible:			\$110.00	\$110.00	\$0.00	\$110.00	\$0.00	\$0.00				
Employer Name: ABC Company, Inc.													
			Count		POS	MANUAL ADMIN	MANUAL PARTICIPANT					Total	
Total Approved :			0		0	0	0			0		\$0.00	
Total Denied :			0		0	0	0			0		\$0.00	
Total Pending :			0		0	0	0			0		\$0.00	
Total Resolved :			0		0	0	0			0		\$0.00	
Total New :			0		0	0	0			0		\$0.00	
Total Ineligible :			7		7	0	0			0		\$1,267.58	

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insights.cdphp.com/join 

Get fitness tips, wellness ideas,
and more! Follow us on social
and visit blog.cdphp.com.



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Contact your broker or call your CDPHP account executive at **1-800-993-7299**.

Capital District Physicians' Health Plan, Inc.
CDPHP Universal Benefits,® Inc.
Capital District Physicians' Healthcare Network, Inc.