

Fiduciary Checklist

As a fiduciary, it's important you ask these questions before leaping into your responsibility!

Please answer the following question by checking the most appropriate answer.			
Is your health plan a separate legal entity?	Yes	Uncertain	No
When was the last time plan fiduciaries saw or reviewed the following?			
Plan Document describing covered benefits, exclusions, and entitlement requirements.	Within 1-2 years	Over 2 years	Don't know
Stop-Loss Policy or documents describing the handling of large cases, catastrophic claims or unexpected increases in overall costs.	Within 1-2 years	Over 2 years	Don't know
Administrative Service Agreement describing the roles and responsibilities of the third-party paying claims for the Plan	Within 1-2 years	Over 2 years	Don't know
Competitive bids	Within 3-5 years	Over 5 years	Don't know
Please answer the following questions by checking the most appropriate answer for each type of data.			
For Claims Data	Plan fiduciaries control data access and use.	Access to data controlled by consultant or third party	Data never accessed or used.
For Enrollment Data	Plan fiduciaries control data access and use.	Access to data controlled by consultant or third party	Data never accessed or used.