



Phillips Administrative Service, Inc

411 2nd Avenue S.W. • P.O. Box 218 • Albany, Oregon 97321

{800} 356-9822 {541} 928-1717 FAX {541} 928-6039
E-MAIL: PAS@PAS-BENEFITS.COM

PAS provides the following services:

- **Medical, Dental and Vision Claim Processing**

All claims in-house, are processed in 1 to 2 business days.

- **Claims Re-Pricing**

PAS sends out for re-pricing, all non-PPO claims over \$100. PAS utilizes national PPOs; Multiplan and Interplan. PAS also uses Quest, which is a re-pricing company. Local PPOs in the state are also used.

- **COBRA and HIPAA Administration (PAS is HIPAA Compliant)**

PAS will notify each individual employee and spouse of their COBRA rights using a DOL approved notice. PAS collects the premiums and disburses to the appropriate sources.

- **Monthly Premium Administration**

Includes separate billing by location, department and division.

- **Express Scripts Card**

PAS has an independent administrative contract with Express Scripts where PAS processes all of our clients claims for Express Scripts, provides enrollment services, handles all of the billings, provides liaison services for all insured persons via phone and mail, has over ride authority, provides and prints all Rx cards for Express Scripts. PAS's Express Scripts administration fees are paid through this contract. Due to this contract, PAS's clients receive prescriptions at Average Wholesale Price.

- **PAS Prints all Booklets and Plastic ID Cards**

- **Comprehensive Managed Care and Large Claim Programs**

- **Flex and Self-Insured Short Term Disability Administration is Available**