

Course Title: Preparing a group insurance proposal adapted to the needs of an individual client, an organization or an enterprise
Competency: 02-306
Instructor: Rita Calabrese

Overview

Students will become familiar with the basic principles of group insurance, the benefits available, types of coverage, insurable groups, master contract and factors that affect rate-making, how to analyze a group and make proper recommendations.

Through this course you will:

- Acquire an overall knowledge of group insurance.
- Learn to prepare a market survey and plan recommendation.

Reference Material

360 Degrees of Group Insurance
Author: Gianna Ricciardi
Edition: 2007

Material to Prepare

Prior to Class 1: Chapters 1, 3 & 4
Prior to Class 2: Chapters 2, 5, 6 & 7
Prior to class 3: Chapters 8 & 9

* Thoroughly preparing and understanding the material at hand prior to each class is an important determinant in the successful completion of this course. Each class will serve as a discussion forum and provide concrete applications of the material. Your lack of preparation might affect your ability to participate in class discussions.

Evaluation Method

Participation	10%
Mid-Term Exam	45%
Presentation of Case Study	45%

Course Content

Class 1: Understanding the main characteristics of group insurance

1. Introduction to group insurance
 - Definition
 - Basic conditions for insurance
 - Advantages of group insurance
2. Understanding the benefit provisions available under a private plan
 - Life Insurance
 - Accidental Death & Dismemberment

- Short term disability
 - Long term disability
 - Healthcare
 - Dental care
 - Critical Illness
 - Employee Assistance Programs
 - Best Doctors
3. Understanding the various types of private plans
- Types of distribution
 - Marketplace
 - Workplace
 - Types of flexibility
 - Mandatory
 - Optional
 - Modular
 - Flexible
 - Types of financial arrangements
 - Insured
 - Self-insured
 - Types of billing and administration
 - Administered by the insurer
 - Self-administered
 - Third party administered
 - Third party payer

Class 2: Understanding the framework surrounding group insurance

1. Understanding the characteristics of public plans
- Universal Healthcare (Medicare & RAMQ's prescription drug plan)
 - Worker's compensation benefits (CSST)
 - Automobile accident benefits (SAAQ)
 - Quebec Pension Plan (QPP)
 - Employment Insurance (EI)
 - Old Age Security Program (OAS)
2. Complementarities of public and private plans
- Basis of integration and coordination
3. Understanding the legal implications of group insurance
- Legislative background
 - Organizations influencing legislation
 - Laws and rules applying to changes in carrier
 - Legal documents
 - Rights and responsibilities
4. Understanding the tax implications of group insurance
- Terms, definitions and tax rules
 - Payroll deductions and taxable benefit spreadsheet

- Preparing T4s and RL-1s
- Personal tax credits
- Taxation of cost-plus

5. Mid-term exam

Class 3: The sales process

1. Underwriting and pricing of group insurance

- Underwriting
- Pricing

2. The sales process

- Fact find
 - Company background
 - Employee information
 - Claims experience
 - Past renewal
 - Most current billing
 - Analyzing current plan and making recommendations
- Request to quote and market analysis
 - Request to quote
 - Market analysis
- Presentation of a market analysis
 - Quantitative analysis
 - Qualitative analysis
 - Recommendation
- Completing the documentation
- Master application
 - Employee enrolment form
 - Communication to employees
 - Plan administrator training
 - Employee meetings
- Review of experience
 - Quarterly
- Renewal
 - Yearly
 - Re-evaluation of group plan and benefits
 - Examine past years claims and experience
 - Adjust pricing based on past claims experience
 - Address any unresolved issues

3. Presentation of market analysis and recommendations (case studies).