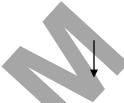# SOP
BENEFIT INVOICE AUDITING

Receive mailed invoice from carriers or download from carrier website

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Pull
- employee records of plan updates for the month
- correction notes for prior month's invoice

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- Compare current invoice against pulled notes
- Note any required changes for following month

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- Forward invoice to accounting for payment
Note: carries will require that all invoices be paid as written, so it is important to track all changes.

IDOMENEO ENTERPRISES