

Assusoft Overview of Functionalities

Functionality	Info
Communication to insurers	<p>Communication</p> <ul style="list-style-type: none"> • On a monthly basis • Of all relevant modifications • Towards all involved insurers <p><u>Monthly basis:</u> Changes will not be reported case-by-case, but will be combined to create an overall report (per insurer) for a certain month. These reports are custom-made, depending on the communication needs of both our clients and the involved insurer.</p> <p><u>Relevant modifications:</u> This includes (but is not limited to):</p> <ul style="list-style-type: none"> • New affiliations • Departures • Changes in data affecting the parameters of affiliation (working schedule, civil state, address,...) <p>Assusoft will only communicate these changes for affiliated persons and/or family members.</p> <p><u>Involved insurers:</u></p> <ul style="list-style-type: none"> • Group insurance • Bonus plans • Private accident insurance • Pensioen Fund Administration • Medical Care plans • Other... <p>The relevant modifications are detected through a monthly input of raw data coming from the Payroll system (=snapshot of the current situation). Some changes are communicated automatically:</p> <ul style="list-style-type: none"> • Changes in address • Changes in civil state • ... <p>Other changes need to be validated:</p> <ul style="list-style-type: none"> • New affiliation • End of an affiliation • ... <p>Assusoft verifies if all mandatory data is available. You will be presented with an opportunity to complete the necessary information if and when this data is not available in the Payroll system (example: the exact event date for a certain data type).</p> <p>All communication towards the insurance companies can be encrypted using different levels of security.</p>

<p>Communication to external suppliers (other than insurers)</p>	<p>The same principles as used in the communication towards insurers can be applied to communicate towards other external suppliers.</p> <p>The following is a non-exhaustive list of other external suppliers:</p> <ul style="list-style-type: none"> • Travel assistance • Fleet lease companies • Medical check-up companies • Sick child assistance companies • Taxi companies • Proximus/... • Visa Card • Shell Card/.... • Fitness/... • Other (almost every supplier can be integrated into the system, as long as the communication needs can be met by a system of monthly communication)
<p>Communication to internal suppliers</p>	<ul style="list-style-type: none"> • Accounting department • IT department • ...
<p>Audit</p>	<p>Checks on the validity of data in the Payroll system. (example: Blox audits)</p> <p>Different types of checks:</p> <ul style="list-style-type: none"> • Is data present? <ul style="list-style-type: none"> ◦ E.g.: the salary of an affiliated person needs to be known • Is data valid? <ul style="list-style-type: none"> ◦ E.g.: employee, wage type=..., must earn minimum of xx€ • Are changes in data valid? <ul style="list-style-type: none"> ◦ E.g.: give warning if salary is raised more than 10%
<p>Comparison of files from different systems.</p>	<p>Just as we can compare data in consecutive snapshots of a Payroll system, we can also compare snapshots coming from different systems. Reports detailing the differences can be custom-made.</p> <p>Example: comparison of data files from system A and system B to examine if the most recent addresses are known in system B</p>
<p>Verification of premium invoices</p>	<p>When a premium invoice of one of the insurance companies is received (usually once a month), it can be imported into Assusoft. Assusoft can match the data from this file, with the data that was originally sent to this specific insurer.</p> <p>The results from this comparison are:</p> <p>1° Comparison of persons on the list and in Assusoft/payroll system</p> <ul style="list-style-type: none"> • List of persons on the premium list, not active in the company anymore • List of persons active in company, but not yet on the premium list • For hospitalisation plans: differences in the affiliation of family members <p>2° Comparison of data for persons</p> <p>Most persons are found in Assusoft/Payroll System, and on the premium invoice. For those: the data on the premium invoice (personal data, salary, % worktime, premiums, ...) can be matched with the data from the payroll system available in Assusoft.</p> <p>The resulting list contains the differences in the data.</p>