

**EXHIBIT A
RESPONSIBILITY MATRIX**

Responsibility	Employer	WEB-TPA
◆ “Production and Design of Summary Plan Description”		X
◆ Generation of Electronic and/or Print Copy of Summary Plan Description		X
◆ Cost of Printing Summary Plan Descriptions (SPD)		
➤ Initial SPD production for open enrollment		X
➤ Subsequent SPD printing – new hires and status change only		X
➤ Future Reprints	X	
◆ Cost of Group I.D. Cards		
➤ Initial ID Cards		X
➤ Subsequent ID Cards – new hires and status change only		X
➤ Future Reprints	X	
◆ Cost of Printing PPO Directories		
➤ Initial Directories	X	
➤ Subsequent Directories	X	
◆ Cost of Printing EOB, EOP and Claim Checks		X
◆ Hospital Audit Fees	X	
◆ Third Party Subrogation Fees	X	
◆ Standard Enrollment Forms		X
◆ Obtain Prior Claim Administrator Plan History	X	
◆ Signature of Claim Checks	X	
◆ Bank Account Reconciliation	X	
◆ Utilization Review and Case Management Fees	X	
◆ Fees for Medical Information, Bank Fees, Attorney Fees and other Legal Expenses	X	
◆ Preparation of Schedule C – Form 5500	N/A	X
◆ Preparation of Form 1099s		X