

# ProAmica

*Innovative, self-funded healthcare*



*Guide to Healthcare Trusts*



# Contents

This guide describes how Corporate Healthcare Trusts are set up and the administration services provided by ProAmica Ltd.

For more details, call us on **0800 084 2589**.

**ProAmica is from the Latin for 'Professional Friend'. As a client of ProAmica, you can count on us to set up the Trust and look after all aspects of running it for you.**

Choose ProAmica	3
Corporate Healthcare Trusts	4
Advantages of Corporate Healthcare Trusts	5
Trusts Options	6
Setting up a Corporate Healthcare Trust	7
Our Service	8
Controlling your costs	9
More about Healthcare Trusts	11



# Choose ProAmica

ProAmica Ltd is a specialist Corporate Healthcare Trust administration company. We are part of the General & Medical Group of Companies who specialise in the expert provision of healthcare solutions. Drawing on over 25 years experience, you can be confident that we have the right answer for your corporate healthcare needs.

Working with a network of Brokers, Employee Benefit Consultants and directly with companies, ProAmica administers Corporate Healthcare Trusts for a diverse range of businesses. Our clients include a broad range of large and small companies, solicitors, IT companies, sports clubs and charitable groups.

Our success is built on the ability to administer Trusts and manage medical claims swiftly, efficiently and cost effectively. We give a personal level of service to all corporate clients. Calls are never routed through a call centre or held in a queuing system.

As a client of ProAmica you will be assigned a named Client Relations Co-ordinator who will look after all aspects of the running of the Trust. All Client Relations Co-ordinators are medically trained and pass a series of exams so they are fully equipped to answer questions and help members with their claims.

A vital part of any Healthcare scheme is the medical treatment available to members when they make a claim. ProAmica has agreements with an extensive list of hospitals and medical facilities. ProAmica clients benefit from General & Medical's buying power for medical services, ensuring that treatment costs can be kept to a minimum.

## Did you know?

- ✓ Unlike traditional healthcare insurance, Healthcare Trusts are not subject to Insurance Premium Tax - meaning you could benefit from an immediate cost saving.
- ✓ Every new ProAmica Trust will also benefit from our Health & Wellbeing services for free, providing your employees with free advice and support relating to general health and lifestyle issues.\*

*\*These services are provided by Health Assured Ltd*

We do our part to help the environment by printing our documents in-house, enabling us to significantly reduce our paper waste.



---

## Corporate Healthcare Trusts

**Corporate Healthcare Trusts are the leading alternative to Private Health Insurance. They are proving increasingly popular with larger businesses and other organisations such as charities and sports clubs, who are looking for increased flexibility and greater cost control.**

A Corporate Healthcare Trust is a way for employers to self-fund healthcare benefits for employees. If your business or organisation employs more than 100 staff, you should consider a Corporate Healthcare Trust as an alternative to Private Health Insurance.

Once the Trust is set up, the company makes payments or contributions to the Trust's own bank account. These funds are used to cover the costs of medical treatment for employees and the administration costs of the Trust. Any surplus, including interest earned, remains in the Trust, under the control of the Trustees, to be used for future claims.

The day to day activities of Corporate Healthcare Trusts are usually managed by a specialist medical administrator, such as ProAmica.



# Advantages of Corporate Healthcare Trusts



Your success depends on you and your employees so it pays to look after your health and theirs. Healthcare benefits are seen as one of the most important ways of lowering employee turnover by providing a sense of security and the peace of mind that they will have access to the medical treatment they need, when they need it.

Healthier, happier employees means lower absenteeism and better productivity.

## You set the Rules

A Corporate Healthcare Trust from ProAmica, gives you complete control over the cover provided and the way your money is invested and spent. You have complete freedom to set the rules. You choose the parameters for cover and you can cap your exposure to certain claims rather than being bound by standard insurance criteria. As an employer you can offer exactly what you want in terms of Healthcare for your employees whilst securing the right treatment at the right hospital at the right price, as soon as it is needed.

## You control the Costs

You can expect excellent quality of service and care yet, for a well run Trust scheme, the overall cost of providing employees with healthcare benefits should be lower and more stable than an insured scheme with similar benefit levels.

The cost of traditional insured schemes can easily rise by more than 10% year on year. This is driven partly by medical inflation but also by the insurance company's need to make a profit and cover their own costs.

Because trusts are not insurances they do not attract Insurance Premium Tax - an immediate cost saving. Any additional insurance services, such as stop loss insurance will, however, attract Insurance Premium Tax.

On average, overall savings when using a Trust can be up to 20% each year. Of course, the savings may be higher or lower than this depending on the size of the Trust and the cost of claims each year. But the costs under a Trust tend to become more predictable and stable as time goes on and trends emerge.

Page 9 of this guide describes the various ways you can control or reduce your costs further.



---

# Trust Options

**ProAmica has the flexibility and expertise to help you choose the right Healthcare Trust option for your business.**

## **Client Owned Trust**

This is the most popular option for larger companies. You own the Trust and retain the services of ProAmica to set up and administer the Trust on your behalf. You will be able to influence the rules of the Trust and choose appropriate benefit levels for your employees. ProAmica will ensure that the Trust has approval from HM Revenue and Customs.

## **Administration Only**

This is for you if you already have your own established Trust and you are looking for the specialist services of ProAmica to run the day to day activities of the Trust for you. Alternatively, you may wish to replace an existing administration company with the proven administration services of ProAmica.



---

# Setting up a Corporate Healthcare Trust

Setting up a new Trust is straightforward and guided by ProAmica throughout, but it cannot be done overnight, so it is wise to plan well in advance.

The main steps are:

- Drafting Trust deeds and rules
- Nominating Trustees
- Appointing ProAmica as the Administrator
- Employment contract checks
- Setting up a dedicated company trust bank account
- Agreeing communications between you and ProAmica
- Choosing benefit levels

The benefit levels chosen will have a significant impact on the size of the claims fund needed. ProAmica will work with you to define the benefit levels best suited to your needs and budget. We will recommend appropriate funding levels and suggest options for keeping costs down.

ProAmica Client Relations staff are closely involved throughout to ensure a straightforward transition from any previous healthcare arrangements you may have.

For more details, please ask for our 'Guide to Trust Administration'.



# Our Service

**ProAmica's personalised service sets the standards for the industry and is tailored to your needs.**

After helping establish the benefit levels and any limitations under the Trust, ProAmica will deal with all aspects of the Trust administration on your behalf. From the very start, when we issue member documentation to members, we are on hand to help and advise your employees.

Our medically trained Client Relations Co-ordinators will answer any questions, advising members on the benefits available, how to make a claim and the processes involved. We will settle claims either direct to the Clinician or Hospital, or to the Trust member when they have already settled the invoice themselves.

## Additional Services

Simply by providing a Corporate Healthcare Trust, your business could enjoy the benefits of lower staff turnover, lower absenteeism and better productivity. But to complement the Trust, General & Medical Healthcare offer a range of additional services for Trusts known as Trust Protect.

### These include:

Employee Assistance - a support service for your employees helping them to deal with personal and professional issues covering a broad range of subjects. It provides members with immediate and free access to a telephone counselling and a Health & Wellbeing service that operates 24 hours a day, 7 days a week. For a small charge, Employee Assistance can be extended to include face to face counselling and a legal support service. These services are provided by Health Assured Ltd.

Trust Protect - stop loss insurance that offers a degree of protection should the cost of claims on the Trust exceed by a fixed amount, the recommended funding level. The unexpected can happen so many Trusts choose to add Trust Protect Stop Loss.

Worldwide Travel Insurance - to cover members for an unlimited number of trips abroad as long as any single trip does not exceed 120 days. This includes cover for winter sports.

Cash Benefits - to provide a cash benefit should members die from any cause, suffer personal accident or be diagnosed as suffering from a critical illness. Cash benefits of either £1000 or £10,000 are available and cover is provided for Trust members between ages 21 and 60.

For more details, please ask for our 'Guide to Trust Protect Services'.



# Controlling your Costs

A Corporate Healthcare Trust from ProAmica, gives you complete control over the way your money is invested and spent. We will work with you to arrive at the benefit levels and choose the options that best suit your needs and budget.

There are various options to help you control or reduce the cost of the Trust. For example, you may choose to apply Excesses to claims or Full Medical Underwriting for members so that pre-existing conditions can be excluded.

Of course, a major part of the total costs are the cost of medical treatments for members. A Healthcare Trust from ProAmica gives you complete flexibility and the freedom to authorise treatment at any fully licensed and appropriately accredited hospital or medical facility.

ProAmica is backed by the buying power of General & Medical so you can be confident of our ability to negotiate the best possible prices for treatment, keeping down the costs to your Trust. In fact, ProAmica has agreements in place with an extensive list of hospitals and medical facilities which we call our Participating Hospitals.

Because the costs of treatment within different facilities can vary enormously, we group our Participating Hospitals into: 'First Choice', 'Freedom' and 'Premium'. Choosing one of these groups, could help to further contain costs or more accurately predict the running costs of your Trust.





## Fees

There is an initial fee for establishing a new trust, which will vary depending upon the complexity and time involved in setting up the trust. Of course, this does not apply if you already have a Trust in place and you are simply appointing ProAmica as your specialist administrator.

The only other fee payable to ProAmica is a monthly fee to cover the day to day costs of administering the Trust. This is usually a flat fee for each adult member of the Trust. Each Trust is different so the monthly fee will vary from client to client.

## Online reporting

As a client of ProAmica you will have continuous access to management information, through a secure online log-in. As well as itemising details of members covered, it allows you to view payments made to providers of service.

## Communication to Members

ProAmica can produce company branded information packs for distribution to Trust members. We also recommend a presence on your intranet or company website so that your employees have round the clock access to full details of their healthcare arrangements.



## More about Healthcare Trusts

Corporate Healthcare Trusts are the leading alternative to Private Health Insurance. They are proving increasingly popular with larger businesses and other organisations such as charities and sports clubs, who are looking for increased flexibility and greater cost control.

For full details of Corporate Healthcare Trusts and our additional services, please ask for our Guide to Healthcare Trusts and our Guide to Trust Protect Services, or visit [www.proamica.com](http://www.proamica.com)

**0800 084 2589**

fax 01733 362881

[sales@proamica.com](mailto:sales@proamica.com)

or visit

**[www.proamica.com](http://www.proamica.com)**



**0800 084 2589**

fax 01733 362881

sales@proamica.com

or visit

**www.proamica.com**

# ProAmica



ProAmica Ltd

General & Medical House

Napier Place, Peterborough, PE2 6XN

ProAmica is part of the General & Medical Group of Companies

Registered in England No. 4139019

General & Medical Healthcare are a division of

General & Medical Finance Ltd, authorised and regulated by

the Financial Conduct Authority (FCA)

The firm reference number is 579509 and this may be checked at

[www.fca.org.uk](http://www.fca.org.uk)



A-5002-V4.7