

# Premium Audit Process



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# Premium Audit Process

- Payroll data is obtained from OASIS
  - Lists each employee by agency
- Job duties and agency operations are reviewed for classification assignment
  - Physical
  - Phone
- Payroll is compared to estimated payroll figures for finalization

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# Classification Assignment



- Job duties are analyzed to determine payroll allocation
- Factors to consider:
  - Location
  - Field exposure
  - Driving exposure
  - Client interaction

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# Classification Assignment

- Department of Health and Human Resources
  - John Manchin Sr. Health Care Center
    - Operates as a clinic – not a hospital: Code 8832
- William R. Sharpe Jr. Hospital
  - Operates as a hospital: Codes 8810, 8833, and 9040
- Administration is properly classified to 8810

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## 9410 – Municipal, Township, County or State Employee NOC

- Phraseology references field exposure
  - Health inspectors
  - Building inspectors
  - Electrical inspectors
  - Tax assessors
  - Tax collectors
  - Toll collectors
  - Directors of public works not in direct charge of work
  - Welfare workers
  - Property appraisers
- Understand all business operations and levels of exposure to properly classify employees



## Agencies On-Site Visit

- Department of Health and Human Resources
- Division of Highways
- Division of Natural Resources
- Department of Environmental Protection
- State Auditor's Office
- Department of Corrections
- Department of Agriculture
- Division of Rehabilitation Services
- Bureau of Senior Services
- Division of Forestry
- Division of Juvenile Services
- Division of Tourism
- State Tax Department
- Regional Jail & Correctional Facility



# Questions/Concerns

- During the audit
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- After the audit
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