



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

August 11, 2017

To: Billing Contacts for Non-Participating Line of Duty Act (LODA) Employers

Subject: Invoice for August 2017 LODA Health Benefits Plans Participants

Attached is the premium invoice for your LODA Health Benefits Plans participants for the month of August. Thank you for your continued cooperation and patience during the transition to the new DHRM billing process. We anticipate that your next invoice (September) will go out on August 21, which will put us on our regular monthly invoice schedule.

Your July invoice included information regarding the format of the monthly invoice, and this is now posted on the DHRM LODA-specific web page for your reference.

<http://www.dhrm.virginia.gov/healthcoverage/loda-health-benefits>

As explained in previous correspondence, the attached invoice for August will include adjustments to the July invoice. You will see a new column entitled "Notes" that will designate an adjustment, and any adjustment row will include a note to provide a brief explanation as follows:

<b>You may see:</b>	<b>Description</b>
A Specific Month	If you are being billed for a previous month, the actual month will be reflected in the "Notes" column. This is generally due to a late/retroactive enrollment. If there is a retroactive month's billing, the current month will also be noted. For the August invoice, this will result in "Notes" indicating July and Aug(ust).
ADJ	This means that a previous month's billed premium amount is being corrected. This would result from a plan/membership correction or credit for a participant who was billed in error.

This mailing list has been corrected based on employer requests, and email addresses that were returned as undeliverable have been removed.

If you have any questions, please send them to [LODA@dhrm.virginia.gov](mailto:LODA@dhrm.virginia.gov).