Insurance Process
Life & Accidental: Aetna Group Life Enrollment

Staff Member

1. Complete and submit enrollment form

OHR/BES, Copenhagen

2. Eligibility; Validate forms; Submit to UN Insurance Unit

UN Insurance

3. Validate records and compute contributions; Validate change in coverage and process in the system; Activate coverage with insurance company

UN Insurance Carrier

Insurance Process
Life & Accidental: Aetna Group Life Claims

5. File Claim where applicable

Submits notification in the event of death of staff member

Review and forward claim to insurance carrier

Verify and make payment