

Separation Reference Sheet

General

Update Address & Contact Information: Update your mailing address, personal email address and phone number in Oracle prior to your separation in order to receive any communications (including Payroll W-2) in a timely manner. You will need to contact Human Resources (askhr@inovalon.com) to change this information after separation. It is your responsibility to make sure Human Resources has your correct mailing address.

PTO Usage: Associates will not receive any payment or other compensation for any unused paid time off as of their separation date or once notice of termination has been provided unless otherwise required by state law.

Employment Verification: All inquiries received about current or past associates shall be referred to Human Resources (askhr@inovalon.com). Inovalon's policy is to verify titles and dates of employment only. Associates may use The Work Number (TWN) for verification of employment and income. Contact TWN at www.theworknumber.com or 1-800-367-5690. The verifier will need the Inovalon Employer Code: 112592 and your Social Security Number to access information.

Unemployment: Contact your state's unemployment website for more information on unemployment benefits. Find your state's unemployment website here: <http://www.servicelocator.org/OWSLinks.asp>

Personal Belongings

Associates aligned to an Inovalon office have the option to pick up their belongings on or before their last day by coordinating with Facilities. Otherwise, send an email to facilities@inovalon.com with your name, address, items and office location for shipment.

Physical Security

Badge/Key Cards: If you were unable to return your badge or key card before your separation date, please contact PhysicalSecurity@inovalon.com.

Exit Survey

We would appreciate you taking a few minutes to complete our Exit Survey via SurveyMonkey here: <https://www.surveymonkey.com/r/JG278PZ>
The survey responses are anonymous, and all responses will be reported in aggregate.

Payroll

Direct Deposit: If you have signed up for Direct Deposit, you will receive direct deposit for your final paycheck. Live checks will be mailed to your home address on file.

Paystubs: As an associate who has terminated employment, you will no longer have access to the ADP website. However, you will have access to the ADP Mobile App (MyADP), which can be downloaded through the App Store or Google Play. You will continue to be able to access your pay statements and information through the Mobile App for up to 3 years. You will log in with your current user ID and request a password reset to your personal email address. Once your password is reset, you may log in to download your documents and paystubs. You may contact payroll@inovalon.com for assistance with the Mobile App.

W-2: A W-2 will be processed for you at year-end. You should expect to be able to review it by February of the following year. It will be uploaded to the ADP Mobile App and mailed to your home address. It is imperative that your address is kept up to date so that we may promptly forward your W-2 to the correct address. Please contact HR (askhr@inovalon.com) with any address changes over the next year.

Benefits

Health Insurance: If you are enrolled in **medical, dental, and/or vision benefits:** (1) your coverage will continue through the last day of the month in which your employment ends; (2) you may elect to continue your coverage(s) beyond the last day of the month through COBRA.

COBRA: Information regarding your right to continue your insurance coverage(s) through **COBRA** will be mailed to your home address by Assured Partners, Inovalon’s COBRA administrator, approximately ten days following the date in which your employment ends. This information will include the monthly costs of COBRA coverage for you and any covered dependents, as well as an enrollment form with payment instructions. You will have up to 60 days (or potentially longer if required by law) from when your coverage terminates to elect coverage.

If you elect to enroll in COBRA and return your completed election form and payment after your coverage has ended, your coverage will be reinstated retroactively. For example, if you terminate employment on January 10, your regular health insurance coverage(s) will end on January 31. If you complete and return your COBRA election form and remit payment on February 20, your coverage will be reinstated as of February 1. If you receive services before your coverage is reinstated, your service provider may agree to delay submission of your claim. Otherwise, you may need to pay the provider directly and submit a claim to the carrier for reimbursement of your out-of-pocket expense.

The **2024 COBRA Premiums** are:

Plan	Category	Monthly Premium
Open Access Plus Medical Plan	Employee Only	\$700.13
	EE + Spouse	\$1,463.28
	EE + Child(ren)	\$1,302.24
	Family	\$2,072.41
High Deductible Health Medical Plan with HSA	Employee Only	\$594.59
	EE + Spouse	\$1,242.67
	EE + Child(ren)	\$1,105.94
	Family	\$1,759.97
Delta Dental Plan	Employee Only	\$36.36
	EE + Spouse	\$72.75
	EE + Child(ren)	\$95.83
	Family	\$130.48
VSP Vision Plan	Employee Only	\$8.65
	EE + Spouse	\$17.41
	EE + Child(ren)	\$18.50
	Family	\$29.38

For additional COBRA information, please contact the Inovalon Employee Benefits Line at 1-888-896-8031.

Employee Assistance Program (EAP): You will continue to have access to our Employee Assistance Program for up to 18 months following your separation date. Our EAP is administered by BHS and is completely confidential. EAP is a short-term counseling and referral service designed to provide support, resources and information for personal and work-life issues. To speak with a BHS Care Coordinator, call 1-800-327-2251. Access the MyBHS Portal online at portal.BHSONline.com (Username: Inovalon) for additional information.

Life, Accidental Death & Dismemberment (AD&D) and Disability Insurances: Your group life and AD&D coverage will remain in effect through the last day of the month in which your employment ends. Your disability insurance coverages will end on your last day of active employment.

This document provides you with notice that you may be eligible to port or convert your basic and your optional life coverage(s). To be eligible to port coverage, you must have been actively at work on the date your employment ended and are not retiring. You must complete an application and apply for these options within 31 days of your coverage termination. To obtain an application, please contact Prudential at 1-800-778-3827. Please provide the contract number -- 52720 -- when calling. If you are using a telecommunications device for the hearing impaired (TDD), please call 1-800-496-1214. Representatives are available to assist you Monday through Friday between 8:00am and 8:00pm Eastern Time. There is no port or conversion coverages for disability insurance.

Health Savings Account (HSA): If you have a balance in your HSA, you may leave your funds in your account. A monthly administrative fee will apply. At any time following your termination of employment, you may transfer your funds to another HSA (a transfer fee may apply) and/or you may elect to have the money paid directly to you (tax and penalties will apply). If you leave your money in an HSA, you can continue to use the funds to pay for qualified healthcare expenses. You cannot continue to contribute to your HSA unless you enroll in another qualified High Deductible Health Plan. Information about your HSA options, to include information on the administrative fee, will be sent to you by Allegiance Benefit Plan Management, the HSA administrator, generally within a month following your termination of employment. You may contact Allegiance Benefit Plan Management at 1-877-424-3570 with questions.

Flexible Spending Account (FSA): If you are enrolled in a Health Care or Dependent Care FSA with Assured Partners, you may submit expenses that were incurred from January 1st of the current year *through the last day of the month in which your employment ends*. You will have until March 31 of the following year to submit claims for reimbursement.

You may have the right to continue participation in the Health Care FSA on an after-tax basis through COBRA. Continuation of your Health Care FSA through COBRA will allow you to extend access to the funds within your account as you will be able to file claims for expenses incurred after your separation date. If you qualify for COBRA rights, you will receive notification directly from Assured Partners. There is no option to continue participation in the Dependent Care FSA.

For your FSA balance, please call the Inovalon Employee Benefits Line at 1-888-896-8031 or you may review your account information at the following website: assuredpartners.lh1ondemand.com.

Transit/Parking Benefit: Your transit and parking benefits will terminate on your last day of employment. You will have 90 days from your separation date to submit expenses incurred from January 1st of the current year through your last day of employment. Any unspent monies remaining in the account(s) after 90 days are forfeited.

For your transit/parking balance, please call the Inovalon Employee Benefits Line at 1-888-896-8031 or you may review your account information at the following website: assuredpartners.lh1ondemand.com.

401(k) Plan Distribution: If you currently participate in the 401(k) plan, you may transfer your account to an IRA, complete a rollover into your new employer-sponsored retirement plan, or leave your investments in the Inovalon 401(k) Plan provided your balance meets the minimum requirement of \$5,000. To transfer/rollover funds, please contact Empower directly at 1-855-756-4738. You may also request a rollover online at empowermyretirement.com.

If your current balance is less than \$1,000, Empower will send a check to you, minus applicable taxes, unless you provide rollover instructions. If your balance is greater than \$1,000 but less than \$5,000, Empower will roll the monies into an Empower IRA in your name. Again, you

may instead provide Empower with rollover instructions.

You may first request a distribution of your account generally two-three weeks following receipt of your final paycheck.

If you have a current **401(k) loan**, you have the option to continue your loan repayments via direct billing through Empower. If you do not repay the loan in full by the deadline, the IRS will consider the loan an early distribution, subject to taxes and a possible early withdrawal penalty. The deadline is generally the last day of the calendar quarter following the quarter in which your last loan repayment was made. For example, if your last loan repayment was made June 16, your loan repayment due date would be September 30. For questions about your loan, please contact Empower at 1-855-756-4738.

Voluntary Benefits: If you are enrolled in group accident, critical illness or the hospital indemnity plan, your coverage will remain in effect through the last day of the month in which your employment ends. Information on how to port your coverage will be mailed to you by ReliaStar Life Insurance Company, a member of the Voya family of companies.

If you were enrolled in LegalShield or IDShield and wish to continue coverage on a direct pay basis, please contact LegalShield at 1-800-654-7757.

If you are enrolled in pet benefits, your coverage will remain in effect through the last day of the month in which your employment ends. If you wish to continue coverage on a direct pay basis, please contact Pet Benefit Solutions at 1-800-891-2565.

Tuition Reimbursement: If you voluntarily terminate employment less than one year after completion of a course or class for which you received tuition reimbursement, you will be responsible for repaying the tuition reimbursement funds you received. Repayment will be deducted from your last paycheck(s), or any wages, salary, accrued leave, or other sums owed to you. Otherwise, you will be billed for the amount owed and must remit payment within 30 days of date of the invoice. Any non-repayment may result in legal action or referral to collections.

Form 1095: Your 1095 form(s) for the tax year will be mailed to you on or before the IRS required mailing deadline. If you have a change of address following your separation of employment, please notify askhr@inovalon.com to ensure that your 1095 is mailed to the correct address.

Corporate Compliance

Compliance Hotline: All compliance related questions or concerns shall be directed to the Compliance Hotline. Anonymous reporting can be made 24x7 by calling 1-800-876-6021 or submitting a web form at <https://inovalon.alertline.com>. Non-anonymous reporting can be made at compliance@inovalon.com. As permissible by law, all reporting is confidential.

Equipment Return

Equipment Return via FedEx: Associates who are using Inovalon equipment will receive an email from Asset Management with instructions on how to return the Company's equipment. The associate will then receive labels directly from FedEx to their personal email address on file. If you have any questions about returning equipment, contact Inovalon Asset Management at assetmanagement@inovalon.com or at 1-301-809-4000 extension 1053.

Physically Returning Company Assets to the Office:

- Email Endpointservices@inovalon.com & Corporatesecurity@inovalon.com with the following information:
 - Subject Line: Office Equipment Dropoff Request - *Insert Office Location*
 - Your Name
 - Your Local Office Location
 - Bowie
 - Canonsburg
 - Minneapolis
 - Tampa
 - Your Desired Drop off day/time Note: This is contingent upon the availability of the Endpoint Services Representative
 - Office hours are Monday-Friday 9:00AM to 4:00PM ONLY
- Equipment to be returned:
 - Laptops
 - Monitors
- Equipment not to be returned:

- Mice
- Keyboards
- Headsets
- Docking Stations
- If your request can be accommodated, an Endpoint Services team member will reach out to you directly
 - Please note, Endpoint Services representatives are not in the office daily. Do not attempt to return equipment without an agreed upon date/time.
 - Endpoint Services may provide you with alternative dates/times based on their in-office schedules
 - The Endpoint Services representative will inform you of the drop-off location
 - If an agreed upon date/time cannot be found, please use the provided FedEx return shipping label to mail back the equipment
- What to do once you arrive at the office
 - Contact Endpoint Services via the email chain and let them know you have arrived
 - You will be instructed where to meet a representative to return the equipment
 - In some instances, you may be provided with additional contact information before your arrival

Sample Email:

The screenshot shows an email composition interface. The 'To' field contains 'INO-Endpoint Services; INO-Corporate Security'. The 'Subject' field contains 'Office Equipment Dropoff Request - Bowie'. A red box highlights the 'Name: John Smith', 'Office Location: Bowie', 'Desired Date/Time: Tuesday March 7th before 10:30AM or Thursday March 9th After 1:00PM', and 'Equipment: Laptop and 2 Monitors' fields.

Hi,

I would like to request a time to drop off my equipment.

Name: John Smith
Office Location: Bowie
Desired Date/Time: Tuesday March 7th before 10:30AM or Thursday March 9th After 1:00PM
Equipment: Laptop and 2 Monitors

If this time does not work please let me know what times you are available. |

Thanks,
John Smith

Questions: if you have questions concerning your separation process, please send an email to askhr@inovalon.com or call 1-301-809-4000 ext. 4444 Option 2.