

HUMAN RESOURCES MEMORANDUM 97-007		DATE ISSUED: 8/5/1997
SUBJECT: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT		REFERENCE: None
TO: ADMINISTRATIVE ASSISTANT; Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

On August 21, 1996, President Clinton signed into law the Health Insurance Portability and Accountability Act (HIPAA). Attached is information regarding documentation which is required for all health plan actions with an effective date of January 1, 1998 or later.

Enclosed are the following attachments:

- California Public Employees' Retirement System Circular Letter 600-07 (4 pages)
- Package A: Declaration of Health Coverage (2 sheets)
- Package B1: Special Enrollment - Enrollment Decisions After January 1, 1998 (1 sheet)
- Package B2: Special Enrollment - Loss of Other Coverage (1 sheet)
- Package B3: Special Enrollment - Non-Enrolled Employee Acquiring a Dependent or Enrolled Employee's Non-Enrolled Spouse (1 sheet)
- Package B4: Special Enrollment - Court Ordered Coverage (1 sheet)
- Package C: Late Enrollment (1 sheet)

Package A contains information regarding the form, Declaration of Health Coverage HB-12A and a copy of the form. Please reproduce the HB-12A as needed. This document is required for any health benefit action effective January 1, 1998 or later. The Office of Human Resources (OHR), Personnel Operations will retain the original signed copy of the HB-12A. The original document will be filed in the employee's Official Personnel Folder along with their Health Benefit Plan Enrollment (HBD-12) form. A copy of the HB-12A will be attached to the employee's copy of their HBD-12 and returned to the employee after the documents have been processed by OHR staff.

Packages B1 through B4 provides the "Permitting Event Codes", "Permitting Event Date" and "Time Limits" for the various Special Enrollment actions.

Package C contains information regarding the Late Enrollment process.

Questions regarding this process should be directed to your assigned Personnel Services Specialist or Supervisor.

LYNN W. CATANIA, Manager
Personnel Operations Section

LWC:BJO

Enclosures