

PERSONNEL SERVICES DIVISION

Department of Education

NOTIFICATION OF HEALTH INSURANCE PORTABILITY
AND ACCOUNTABILITY ACT (HIPAA)

TO: _____
EMPLOYEE'S NAME (Print)

Current Health Plan: _____

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 was signed into law by President Clinton on August 21, 1996.

This law was designed to help employees who are enrolled in a health plan maintain access to health insurance coverage as they change employers or when they leave their employer and seek an individual health plan. Compliance requirements are placed on employer-sponsored group health plan, insurance companies, and health maintenance organizations.

One very important requirement, which has gone into effect June 01, 1997, is the "Certificate of Coverage" that is issued by the Health Plan(s). This Certificate is important in the event an employee terminates from a group health plan. This Certificate will provide evidence of continuous creditable coverage of 18 months or more, if applicable, to avoid any pre-existing condition exclusion. As an employee, I understand that it is the government's responsibility to inform the health plan in which I am enrolled with upon the following circumstances.

- Upon termination/resignation
- When I cancel my group health insurance with the Government of Guam

In addition, if a "Certificate of Coverage" is not provided to me by my health plan, it is my responsibility to inform the Department of Education, Personnel Services Division.

This is to certify that I have read and understood my rights under the HIPAA as explained and provided by the Division of Personnel Services, Department of Education.

EMPLOYEE'S SIGNATURE

SOCIAL SECURITY NUMBER

DATE

TO BE WITNESSED BY PERSONNEL OFFICE STAFF ONLY:

Name of Staff: _____

Signature: _____

Date: _____