

## EMPLOYEE NOTICES

Government regulations require employers to distribute to all of their employees and/or plan participants the notices that are included in this section according to the following schedule. You will see that we have customized each notice with your company name and the company address where required. As stated in our preface to this Administration Manual, any of these forms can be provided to you separately in electronic format.

(NOTE: It will be necessary to add information on two of the forms – the HIPAA Notice of Privacy Practices must include the name and other contact information for your Privacy Officer; the Medicare Part D Certificate of Coverage requires that a date be entered at the bottom of the last page.)

<b>Document Name</b>	<b>Distribution Schedule</b>
<b>Initial COBRA Notification</b>	Once to all plan participants and any covered spouses at initial effective date
<b>HIPAA Special Enrollment Rights Notice</b>	Once to all employees at initial hire date
<b>HIPAA Pre-Existing Exclusion Notification</b>	Once to all employees at initial hire date
<b>Women’s Health and Cancer Rights Act of 1998 – Notice</b>	Once at initial effective date and then once a year to all plan participants
<b>HIPAA Notice of Privacy Practices</b>	Once at initial effective date to all plan participants  (Note: At least once every three years, all plan participants must be provided notice of the availability of the Privacy Notice and how to obtain a copy.)
<b>Medicare Part D Certificate of Coverage</b>	Once a year to all plan participants prior to the beginning of the annual Medicare Part D coordinated election period that begins on November 15  To all plan participants, if the prescription drug plan changes from creditable to non-creditable, or the reverse  Prior to an individual plan participant’s initial enrollment period for Medicare Part D  Prior to an individual’s effective date of coverage under your plan  Upon request by a Part D eligible individual
<b>Model Employer CHIP Notice</b>	Once a year before the beginning of the new Plan Year. Must be distributed to employees who live in one of the States listed in the Notice. May be distributed to all employees, if desired. The Department of Labor will update its website periodically with the most current list of States that offer premium assistance.