

Important Notice of Your Right to Documentation of Health Coverage

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) governs how health insurance plans handle pre-existing medical conditions when you are applying for health insurance coverage. Under the new law, your employer may require a Certificate of Health Coverage from your previous employer. If you or one of your dependents covered under the State Employee Benefits Program is planning on changing jobs or already has done so, you may request a Certificate of Health Coverage from the State program that shows evidence of your prior health coverage with the State. If you buy health insurance other than through the State plan, a certificate of prior coverage may help you obtain coverage without a pre-existing condition exclusion.

You have a right to receive a certificate of prior health coverage as of July 1, 1996. You may need to provide other documentation for earlier periods of health care coverage. Check with your new plan administrator to see if your new plan excludes coverage for pre-existing conditions and if you need to provide a certificate or other documentation of your previous coverage.

To get a certificate that documents your coverage under the State plan, complete the attached form and return it to:

Employee Benefits Division
301 West Preston Street, Room 510
Baltimore, Maryland 21201
Attn: HIPAA Certificates

For additional information, call (410) 767-4775.

This certificate must be provided to you promptly. Keep a copy of this completed form. You may also request certificates for any of your dependents (including your spouse) who were enrolled under your health coverage with the State.

Request for Certificate of Health Coverage

Name of Participant: _____ Date: _____

Social Security Number of Employee/Retiree: _____

Address: _____

Daytime Telephone Number: _____

Name & Relationship of Any Dependents for Whom Certificates are Requested: _____

Their Address(es) if Different From Above: _____
