

HEALTH BENEFITS E-NEWS EXTRA

*Department of Human Resource Management
Office of Health Benefits*

June 21, 2012

Special Enrollment for Medical FRAs Ends Tomorrow

The Special Enrollment for Medical Flexible Reimbursement Accounts (FRAs) will end at 5:00 p.m. on June 22, 2012. Employees enrolling, making changes, or cancelling Medical FRAs must submit the special enrollment form to Benefits Administrators by the deadline on Friday. **The Office of Health Benefits must receive all special enrollment forms from state agencies by noon on Monday, June 25, 2012.** Please check your turnaround documents to ensure that OHB has keyed elections accurately and that OHB staff has handled all requests.

Guidelines for Providing HIPAA, Medicare Part D and Extended Coverage (COBRA) Notices

As a reminder, there are certain times when notices and plan information must be provided to employees and/or dependents who enroll in a state health plan or flexible reimbursement account, or who are no longer covered under the State Health Benefits Program. Here are notice guidelines:

Upon Enrollment

When an employee enrolls or adds a spouse **for the first time** in health care and flexible reimbursement accounts, you must provide:

- A HIPAA Employee/Retiree Privacy Notice
- An Extended Coverage (COBRA) General Notice
- A Medicare Part D Notice of Creditable Coverage (not personalized format)

Upon request, provide:

- A Medicare Part D Notice of Creditable Coverage (personalized format)

For all members who enroll, provide:

- For health coverage, the appropriate plan member handbook. The plan will send an ID card.
- For one or both flexible reimbursement accounts, a copy of the Flexible Benefits Program Sourcebook.

When Coverage Ends

When an employee is no longer covered under the program, you must provide:

- A Certificate of Creditable Health Coverage as required by HIPAA to health plan members (including employees, spouses and covered dependents) who cease to be covered under the State Health Benefits Program for any reason.
- An Extended Coverage (COBRA) Election Notice only when a member has experienced a qualifying event under Extended Coverage, such as termination of employment or loss of dependent child status.

For more information, see the Health Insurance Manual (HIM) or updated sections of the HIM in the HBP Administration Manual, forms and notices on the DHRM Web site under HR Community, Benefits Administration, Resources at www.dhrm.virginia.gov/resources/benefitsadmin/benefitsadmintoc.html.