



NEOLA of OHIO
TEMPLATES

OFFICE OF THE SUPERINTENDENT
_____ **SCHOOL DISTRICT**

PROFESSIONAL STAFF
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DELETE GUIDELINE - VOL. 36, NO. 2 - JANUARY 2018

IMPORTANT NOTICE OF EMPLOYEES' RIGHT TO
DOCUMENTATION OF HEALTH COVERAGE

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits the circumstances under which coverage may be excluded for medical conditions present before the employee enrolls. Under the law, a pre-existing condition exclusion generally may not be imposed for more than twelve (12) months (eighteen (18) months for a late enrollee after the enrollment date). The twelve (12) month (or eighteen (18) month) exclusion period may be reduced by a new employee's prior health coverage. A new employee is entitled to a certificate from his/her former health insurance provider that will show evidence of the person's prior health coverage.

To obtain a certificate, the employee should complete the attached form and return it to:

(Insert Name of Entity:) _____

(Insert Address:) _____

For additional information contact:

(Insert Telephone Number) _____

The certificate must be provided promptly. The employee should keep a copy of this completed form. S/He may also request certificates for any dependents (including a spouse) who were enrolled under the employee's health coverage.

The _____ will be responsible for providing a Certificate of Health Insurance Coverage (Form 3421A F1) to an employee when:

- A. s/he no longer is covered by the District's plan;
- B. s/he is no longer covered under COBRA;
- C. s/he requests a certificate no later than twenty-four (24) months after cessation of coverage.