



NEOLA of OHIO TEMPLATES

OFFICE OF THE SUPERINTENDENT

SCHOOL DISTRICT

CLASSIFIED 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 4421A 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.