

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:

Document Name	Distribution Schedule
HIPAA Special Enrollment Rights Notice	Once to all employees at initial hire date
HIPAA Pre-Existing Exclusion Notification	Once to all employees at initial hire date
Initial COBRA Notification	Once to all plan participants and any covered spouses at initial effective date
Women's Health and Cancer Rights Act of 1998 – Notice	Once at initial effective date and then once a year to all plan participants
HIPAA Notice of Privacy Practices	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.)
Medicare Part D Certificate of Coverage	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