

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 law, a new 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 has changed health coverage, you may request a Certificate of Health Coverage from the State that shows evidence of your prior health 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. If you buy health insurance other than through the State plan, a certificate of Health Coverage may help you obtain coverage without being subject to pre-existing condition limitations.

To request a certificate that documents your coverage under the State plan, complete the information below and return it to Employee Benefits Division via mail, fax or email:

Mail: Employee Benefits Division
301 W. Preston Street, Room 510
Baltimore, Maryland 21201
Attn. HIPAA Certificate

Fax: (410) 333.7104

Email: EBD.Mail@dbm.state.md.us

For additional information, please contact our Customer Service unit at (410) 767-4775 or 1-800-307-8283

Keep a copy of this completed form for your records. We will process your request within 10 business days of receipt.

Request for Certificate of Health Coverage

Name of Participant _____ Date _____

Social Security Number of Employee/Retiree _____

Address _____

Daytime Telephone Number _____

Name & Relationship of Any Dependent(s) for Whom Certificate are Requested: _____

Dependent(s) Address(es) if Different From Above: _____
