

CITY PERSONNEL POLICY

HEALTH INSURANCE CERTIFICATE OF COVERAGE

Policy # 17-00

Approved by Personnel Board: 8/26/99

Michele Frost, Personnel Director

Approved by City Council: 4/4/00

Council President Paul Koneck

Pursuant to the Omaha Municipal Code, Section 23-65, the following is declared to be the policy of the City of Omaha. Please check the City's e-mail system in the Public Folders under Personnel Department for the latest amendments to this policy.

The Health Insurance Portability and Accountability Act (HIPAA) allows an employee who loses group health insurance coverage under the City's health plan, or when COBRA ends, to document the prior coverage to a new employer or plan. It is the policy of the City to comply with HIPAA by issuing a certificate of coverage ("certificate") to employees and dependents.

The City (or contracted designee) will mail the certificate to the last known address of the individual when:

1. an individual who is not a COBRA qualified beneficiary loses health plan coverage (See, City Personnel Policy: COBRA - Continuation of Health Insurance);
2. an individual becomes a qualified beneficiary entitled to COBRA continuation coverage;
or
3. an individual's COBRA continuation coverage ends.

In addition, the City will provide the certificate at an individual's request for up to two years after any of the above.

This certificate will be provided in person, if desired, or sent to the individual's last known address. The certificate will be prepared and the HIPAA administered by the Personnel Department, Benefits Division.