To: Allegheny College Employees

Re: Procedures for Requesting HIPAA Certificate of Creditable Coverage

The Health Insurance Portability and Accountability Act (“HIPAA”) requires that Allegheny College provide a certificate of creditable coverage (HIPAA Certificate) to each individual who requests one so long as it is requested while the individual is covered under the Highmark Blue Cross/Blue Shield Medical Plan or within 24 months after the individual’s coverage under the medical plan ends. The request can also be made by someone else on behalf of an individual. For example, an individual who previously was covered under the Highmark Medical Plan may authorize a new plan in which the individual enrolls to request a certificate of the individual’s creditable coverage under the Highmark Medical Plan. Even if a Certificate was previously issued, an individual is entitled to receive a Certificate upon request.

All requests for Certificates of Creditable Coverage should be directed to the Office of Human Resources, Allegheny College, 520 North Main Street, Meadville, PA 16335, or at telephone number (814) 332-2312. Telephone requests are accepted only if the Certificate is to be mailed to the address that the plan has on file for the individual to whom the request relates. Other requests must be made in writing.

The following information must be included in the request:

- The name of the individual for whom the Certificate is requested;
- The last date that the individual was covered under the plan;
- The name of the participant that enrolled the individual in the plan; and
- A telephone number to reach the individual for whom the Certificate is requested, in the event of any difficulties.

A request that is required to be in writing must also include:

- The name of the person making the request and evidence of that person’s authority to request and receive the Certificate on behalf of the individual;
- The address to which the Certificate should be mailed; and
- The requester’s signature.

Upon receipt of a request that meets the above criteria, the plan will act in a reasonable and prompt fashion to provide the Certificate.

Thank You,
Office of Human Resources