



**HIPAA Supplemental**

1. Have you ever complied with the Electronic Transactions Standards? Yes  No

If no, have you filed and been approved for an extension?

Extension date: \_\_\_\_\_

2. Have you established privacy policies and procedures to comply with the Health Insurance Portability and Accountability Act (HIPAA)? Yes  No

Please describe: \_\_\_\_\_

\_\_\_\_\_

3. Has your legal representative reviewed all materials related to the rule? Yes  No

4. Do marketing materials and enrollee plan documents explain the HIPAA rule and the impact on enrollees, including consent procedures and protected health information?

Please describe: \_\_\_\_\_

5. Have “firewalls” been established in claim handling for employees to ensure proper privacy? Yes  No

Please describe: \_\_\_\_\_

\_\_\_\_\_

6. Has a compliance officer and training staff been established? Yes  No

Please describe: \_\_\_\_\_

\_\_\_\_\_

7. Have amendments to employee handbooks been drafted to explain HIPAA and outlined violations and sanctions? Yes  No

Please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_