

HIPAA Special Enrollment

These qualifying mid-year event election changes are permitted when you, your spouse, or your child loses other group health care coverage. The other coverage may be exhausted COBRA coverage, or non-COBRA coverage where you are (a) no longer eligible or (b) the employer's contribution toward the premium ceases.

Health Care Coverage:

- You may enroll or change your plan. HMO members are required to select a primary care physician.
- You may add eligible family members.

Medical Flexible

Reimbursement Account:

- No election change is permitted.

Dependent Care Flexible

Reimbursement Account:

- No election change is permitted.

Important Things To Know About Making An Election Change Request For This Event

- 1. *What documentation is required.*** A copy of the HIPAA Certificate of Creditable Coverage or other documentation validating the loss of the other coverage.
- 2. *How to submit the request.*** Within 31 days of the last day covered under the other group plan, use [EmployeeDirect](#) or complete a paper [Enrollment Form](#).
- 3. *When approved changes take effect.*** Changes are effective the first of the month following receipt of your request or following the event, whichever is later. When the later date is the first of the month, changes are effective that day.
- 4. *Where to learn more.*** Visit www.dhrm.virginia.gov. The [Employee Benefits link](#) includes answers to frequently asked questions and helpful information about handling a life-changing event. For more details, contact your agency's Benefits Administrator.

Reminder: If you miss this opportunity to submit your change request, your next chance will be at [Open Enrollment](#) or with another consistent [Qualifying Mid-year Event](#), whichever comes first. Contact your agency's Benefits Administrator about an exception for those already under family coverage.