

**Office of Human Resources
Diocese of Springfield
65 Elliot Street, PO Box 1730
Springfield, MA 01102
413-452-0691**

**Health Insurance Portability and Accountability Act
HIPAA SPECIAL ENROLLMENT NOTICE**

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you and your dependents lose eligibility for that other coverage (or if the employer stops contributing toward your or your dependents' other coverage). However, you must request enrollment within **30 days** after your or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage). In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within **30 days** after the marriage, birth, adoption, or placement of adoption.

To request special enrollment or obtain more information, contact:

Annette Plourde
Payroll and Benefits Manager
65 Elliot Street, PO Box 1730
Springfield, MA 01102
413-452-0691
a.plourde@diospringfield.org