



## Colorado Choice Health Plans

700 Main Street, Suite 100  
Alamosa, CO 81101  
719-589-3696  
Fax: 719-589-4901  
www.cochoice.com

### **How to Request a Certificate of Creditable Coverage**

The federal **Health Insurance Portability and Accountability Act of 1996** (HIPAA) requires that Colorado Choice Health Plans (The Plan) 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 Plan or within 24 months after the individual's coverage under The Plan ends. The request also can be made by someone else on behalf of an individual. For example, an individual who previously was covered under The Plan may authorize a new plan in which the individual enrolls to request a certificate of the individual's creditable coverage from The Plan. An individual is entitled to receive a Certificate upon request even if The Plan has previously issued a Certificate to that individual.

#### **Send a request for Certificate of Creditable Coverage to:**

Account Manager  
Colorado Choice Health Plans  
700 Main Street, Suite 100  
Alamosa, CO 81101

Telephone: 719-589-3696

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.

#### **All requests must include:**

- The name of the individual for whom the Certificate is requested;
- The last date that the individual was covered under the Plan;
- Contact information for the individual for whom the Certificate is being requested.

#### **Requests that are required to be made 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.

After receiving a request that meets these requirements, Colorado Choice will act in a reasonable and prompt fashion to provide the Certificate.