Compliance Annual Notices Instructions

NOTICE	INSTRUCTIONS
Medicare Part D Notices Creditable	Provide this notice by October 14 to all participants and dependents who are or may become eligible for Medicare Part D in the next 12 months if the prescription drug coverage provided by the plan is "creditable." (Your carrier or pharmacy vendor can tell you if the coverage is creditable.)
Medicare Part D Notices Non Creditable	Provide this notice by October 14 to all participants and dependents who are or may become eligible for Medicare Part D in the next 12 months if the prescription drug coverage provided by the plan is not "creditable." (Your carrier or pharmacy vendor can tell you if the coverage is creditable.)
Women's Health and Cancer Rights Act Notices	Provide this notice at least once a year to all participants.
Newborns and Mothers' Health Protection Act	Provide this notice at least once a year to all participants.
Premium Assistance Under Medicaid and CHIP	Provide this notice before the start of the plan year if you have any employees in a state listed in the notice. (These states provide premium assistance for CHIP and/or Medicaid coverage.) Caution: This notice is updated regularly. Check at http://www.dol.gov/agencies/ebsa/laws-and-regulations/laws/chipra for the most current version if you do not promptly distribute this notice.
Wellness Program Notice of Reasonable Alternatives	Provide this notice only if you have a wellness program that considers health status.
Notice Regarding Wellness Program	Provide this notice only if you have a wellness program that includes a health risk assessment, biomedical screening, or medical exam (including incentives for having a yearly physical, etc.).
Grandfathered Plan Notice	Provide this notice only if the plan is grandfathered.
Patient Protection Notice	Provide this notice if the plan requires designation of a primary care provider; tailor as needed.
HIPAA Notice of Privacy Practices	Provide this notice every three years or less.
Notice to Enrollees Regarding Opt-Out	Provide this notice only if the plan is a self-funded nonfederal governmental group health plan that has opted out of some or all of HIPAA; tailor as needed to describe what the plan has opted out of.

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Notice of Special Enrollment Rights	Give this notice to all new enrollees.
Continuation Coverage Rights Under COBRA	Give this notice to all new enrollees – including new spouses – if you employ 20 or more people. (Please be aware that many states have "mini-COBRA" laws that may require an employer or plan sponsor to provide additional, different notice of "mini-COBRA" rights.)
Health Insurance Marketplace Coverage Options for Employers with Health Plan	Provide this notice to all new employees (even if they are part-time/temporary/not eligible for the plan) within 14 days after their hire date if you offer coverage to any employee. Note that completing questions 13 - 16 is optional. At this time, providing information on minimum value and affordability is required. For the Department of Labor's Employer Exchange/Marketplace Notices and Instructions, visit: http://www.datair.com/PDF/DOL Employer Exchange Notices.pdf
Health Insurance Marketplace Coverage Options for Employers with No Health Plan	Provide this notice to all new employees (even if they are part-time/temporary/not eligible for the plan) within 14 days after their hire date if you offer coverage to any employee. Note that completing questions 13 - 16 is optional. At this time, providing information on minimum value and affordability is required. For the Department of Labor's Employer Exchange/Marketplace Notices and Instructions, visit: http://www.datair.com/PDF/DOL Employer Exchange Notices.pdf
Your Rights and Protections Against Surprise Medical Bills	To comply with the No Surprises Act, group health plans and health insurance issuers offering group or individual health insurance coverage must make publicly available, post on a public website of the plan or issuer, and include on each Explanation of Benefits, information in plain language on the restrictions on balance billing in certain circumstances, any applicable state law protections against balance billing, the requirements of the Act, and information on contacting appropriate state and federal agencies to report suspected violations of these balance billing restrictions. Plans and issuers may use this model notice to meet the disclosure requirements. For more information and further instructions, see https://www.cms.gov/files/document/model-disclosure-notice-patient-protections-against-surprise-billing-providers-facilities-health.pdf.
Your Employee Rights under the Family and Medical Leave Act	Private employers with 50 or more employees, a public agency, or a public or private elementary or secondary school must display a poster in plain view for all workers and applicants to see, notifying them of the FMLA provisions and providing information concerning how to file a complaint with the Wage and Hour Division. In addition, employers that have any eligible employees also must provide a general notice containing the same information that is in the poster.
Mental Health Parity and Addiction Equity Act (MHPAEA) Disclosure	Employers must provide plan documents to enrollees upon request, including coverage limitations and the rationale for denying a claim.
Genetic Information Nondiscrimination Act of 2008	Recommended if the Employer offers a wellness plan.
Your Rights Under USERRA	Provide to persons entitled to the rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employers may provide the notice, "Your Rights Under USERRA," as a poster where employee notices are customarily placed or in any other way that ensures that the full text of the notice is provided.