



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Group Administrator Memo #13-04

To: TLC Group Benefits Administrators
From: State and Local Health Benefits Programs
Date: September 23, 2013
Re: HIPAA Notice of Privacy Practices

Attached is an updated Health Insurance Portability and Accountability Act (HIPAA) Notice of Privacy Practices. The 2013 final regulations made changes to both the content requirements and the distribution requirements for the Notice. Because Health and Human Services (HHS) considers these changes to be “material” you must post this document and distribute it to all individuals covered by The Local Choice Health Benefits Plan.

Please make sure that this is done as quickly as possible. Thank you for your assistance.