

# PALOMAR COLLEGE

## Human Resource Services

1140 West Mission Road  
San Marcos, CA 92069-1487

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### MEMORANDUM

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**TO:** All New Employees  
**FROM:** Dr. Lisa Norman, Assistant Superintendent/Vice President Human Resources  
**RE:** HIPAA Notice of Privacy Practices

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The Federal Privacy Rule requires that health plans provide new employees with a "Notice of Privacy Practices" when hired.

The Notice of Privacy Practices for the District's self-insured plans may be accessed in the following ways:

- SISC – Please call (661)636-4710
- Delta Dental Plan – <http://www.deltadentalins.com/index.html>
- EyeMed Vision Plan – <http://eyemed.com>
- UNUM Long Term Care: [www.unumprovident.com/hipaa/privacynotice.aspx](http://www.unumprovident.com/hipaa/privacynotice.aspx)

Kaiser Permanente and Anthem will provide their Notice of Privacy Practices directly to their members.

The Privacy Notices are also included in the Summary Plan Descriptions for the medical and dental plans.

If you do not have Internet access and/or wish to obtain a hard copy of any of these notices, please contact the Benefits Specialist at ext. 2889.

If you are declining enrollment for yourself or your dependents because of other health insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided that you request enrollment within 30 days after your other coverage ends. In addition, if you have a new dependent as a result of a qualifying event, such as a marriage, Declaration of Domestic Partnership, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 30 days following the date of the qualifying event.