

# INFORMATION FOR ASSOCIATES/DEPENDENTS

## ABOUT THE ASSOCIATES' MEDICAL PLAN AND THE DENTAL PLAN

### AUTHORIZATION FORM

#### WHAT IS HIPAA AND HOW DOES IT AFFECT ME?

Congress has passed a law called HIPAA (Health Insurance Portability Accountability Act) which restricts who can access certain health information. The information covered by this Law is called Protected Health Information (PHI).

There are times, however, when you may want others to have your health information.

These are the main instances in which HIPAA may affect you:

- If you want your Personnel Manager or Personnel Training Coordinator to call the Benefits Department for information about your medical coverage, you will have to give them authorization to speak on your behalf by completing and returning an Authorization Form. If you are present when the Personnel Representative makes the call, you do not have to complete an Authorization.
- If you have received an 'Explanation of Benefits' after 4/14/2003 with the Designation of Personal Representatives Statement printed on it and have not objected, we will assume that you want us to speak to your spouse about your benefits, If you are a dependent and have not objected, we will assume that you want us to speak to your acting parents about your benefits.

If you disagree, please call Customer Service at (866) 823-3790.

- If you want a friend or other family member to have access to your Protected Health Information, you will have to complete and return an Authorization Form granting them permission to have this access.
- You do not need to authorize the Associates' Medical Plan or the Dental Plan to release information to health care providers, such as hospitals and doctors, for routine purposes of treatment, payment, or healthcare administration.

If you want further details on HIPAA, consult the HIPAA Section at the back of the Associate Guide or visit the HIPAA website on Pipeline/WIRE

In addition you need to know:

- No one but you can complete your Authorization Form.
- Personnel Managers and Personnel Training Coordinators cannot complete an Authorization Form for any Associate, other than themselves.

#### TERMS YOU NEED TO KNOW

- Authorization (also called a Release): Gives written permission to release Protected Health Information for non-routine purposes beyond treatment, payment, and health care administration.
- Participant: includes Associates and covered dependents who are enrolled in the Wal-Mart Associates' Medical Plan or the Dental Plan.
- Protected Health Information (PHI): Generally any health-related information that could identify a particular individual's personal information.

#### ADDITIONAL INFORMATION

- Authorizations remain in effect for one (1) year from the date of your signature.
- If you do not receive a response within 45 days, you may assume the request has been granted.

You may return your completed Authorization Form by MAIL, FAX, or by SCAN-SENDING it through EMAIL. You do not need to return this page.

#### MAIL TO:

**Wal-Mart Benefits Department**  
**Attn: HIPAA Compliance Team**  
**508 SW 8th St.**  
**Mail Stop: 3500**  
**Bentonville, AR 72716-3500**

FAX to the Attention of the Compliance Team at (479) 204-0990  
SCANSEND to [Privacy@wal-mart.com](mailto:Privacy@wal-mart.com)

Associates may also complete the Authorization Form online

**Pipeline: Benefits/HIPAA Online Auth.**

**WIRE: Life\_Resources/More >>/HIPAA/Group Health/HIPAA Online Authorization**

**Dependents of Associates must complete paper forms.**

**ASSOCIATES' MEDICAL PLAN  
AND THE DENTAL PLAN-AUTHORIZATION**  
**Participant Release of Protected Health Information**

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**PARTICIPANT INFORMATION** Name of Associate Carrying Medical Coverage \_\_\_\_\_  
Associate's Date of Birth \_\_\_\_\_  
State where Associate lives \_\_\_\_\_  
Participant (This is the Person whose Protected Health Information will be released) \_\_\_\_\_  
Participant's Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Participant's Address \_\_\_\_\_

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**AUTHORIZATION** (This is who will receive the participant's Protected Health Information) I authorize the Associates' Medical Plan, the Dental Plan, and its business associates to release Protected Health Information to the people, group, or organization listed below:

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(person, group, organization other than self) (person)  
Address \_\_\_\_\_  
(person, group, or organization address needed for verification purposes)

**I authorize the Plan to release: (only mark one)**

All my Protected Health Information or  All my Protected Health Information except:

If you have marked except, list the information (treatment for the dates of service, diagnosis (es)/condition(s), and/or treatment by the following provider(s) name/address) that you do not want released: (Attach additional pages if necessary.)

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**REASON FOR REQUEST:**

You may check the box below that states "At participant's request" or you may specify below the reasons you are authorizing the Plan to share your Protected Health Information.

At the participant's request  Other reasons (specify) \_\_\_\_\_

**SIGNATURE**

I understand that:

- This authorization is valid for one (1) year from the date of my signature.
- I have the right to cancel this authorization at any time by completing a Cancellation of Authorization Form.
- My written cancellation will not affect the ability of the Associates' Medical Plan and the Dental Plan to use or disclose my PHI to the extent that it has already acted on reliance on this authorization.
- I hereby authorize the use or disclosure of the PHI described in this authorization. I understand that if the person or entity that receives my PHI is not required to comply with the federal privacy regulations, the information would no longer be protected by those regulations.

I understand that payment of my claims, my ability to enroll in the Associates' Medical Plan and the Dental Plan or be eligible for benefits is not conditioned on my signing this authorization.

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Participant's Signature (This is the Person whose Protected Health Information will be released) \_\_\_\_\_ Date \_\_\_\_\_

**If you are authorizing the release of your own information, you are furnished and it is not necessary to complete the below.** If you have completed this form as a legally recognized representative of the participant it is necessary to complete the following:

Name of Representative (please print your name) \_\_\_\_\_  
State your relationship to the participant (that allows you to act on their behalf) \_\_\_\_\_  
Sign this form on behalf of the participant Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

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As required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Associates' Medical Plan and the Dental Plan will obtain a valid, signed authorization from a Plan participant prior to using or releasing the participant's Protected Health Information, unless the Plan participant's authorization is not legally required by law.

Return Form to: **Wal-Mart Benefits Department**  
**Attn: HIPAA Compliance Team**  
**508 SW 8th St.**  
**Mail Stop: 3500**  
**Bentonville, AR 72716-3500**

## NON-DISCRIMINATION AND LANGUAGE ASSISTANCE NOTICE

**NOTICE:** Our Company complies with applicable federal and state civil rights laws and does not discriminate, exclude, or treat people differently on the basis of race, color, national origin, age, disability, or sex.

We provide free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters, written information in various formats (large print, audio, accessible electronic formats, other formats), and language services to people whose primary language is not English, such as qualified interpreters and information written in other languages. **If you need these services, contact our Civil Rights Coordinator.**

If you believe that we have failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with:

### **Civil Rights Coordinator**

601 Gaines Street, Little Rock, AR 72201  
Phone: 1-844-662-2276; TDD: 1-844-662-2275

You can file a grievance in person, by mail, or by email. If you need help filing a grievance our Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

### **U.S. Department of Health and Human Services**

200 Independence Avenue SW., Room 509F, HHH Building, Washington, DC 20201  
Phone: 1-800-368-1019; TDD: 1-800-537-7697

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

**ATTENTION: Language assistance services, free of charge, are available to you. Call 1-844-662-2276.**

**ATENCIÓN:** si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-844-662-2276.

**注意:** 如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-844-662-2276。

**CHÚ Ý:** Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-844-662-2276.

**주의:** 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-844-662-2276 번으로 전화해 주십시오.

**PAUNAWA:** Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-844-662-2276.

**ВНИМАНИЕ:** Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-844-662-2276.

**ملاحظة:** إذا كنت تتحدث العربية، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. إتصل بالرقم 1-844-662-2276.

**ATANSYON:** Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 1-844-662-2276.

**ATTENTION :** Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-844-662-2276.

**UWAGA:** Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1-844-662-2276.

**ATENÇÃO:** Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 1-844-662-2276.

**ATTENZIONE:** In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero 1-844-662-2276.

**注意事項 :** 日本語を話される場合、無料の言語支援をご利用いただけます。1-844-662-2276 まで、お電話にてご連絡ください。

**ACHTUNG:** Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-844-662-2276.

**توجه:** اگر بہ زبان فارسی صحبت می‌کنید، خدمات و کمک‌های زبانی رایگان برای شما موجود است. برای کسب اطلاعات بیشتر، با شماره 1-844-662-2276 تماس بگیرید.

**सुचना:** જો તમે ગુજરાતી બોલતા હો, તો નિ:શુલ્ક ભાષા સહાય સેવાઓ તમારા માટે ઉપલબ્ધ છે. ફોન કરો 1-844-662-2276.

**ध्यान दें:** यदि आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। 1-844-662-2276 पर कॉल करें।

**LUS CEEV:** Yog tias koj hais lus Hmoob, cov kev pab txog lus, muaj kev pab dawb rau koj. Hu rau 1-844-662-2276.

**انتباه:** اگر آپ اردو بولتے ہیں تو، آپ کے لئے زبان کی مدد کی خدمات بلا معاوضہ دستیاب ہیں۔ 1-844-662-2276 پر کال کریں۔

**ໂປດຊາບ:** ຖ້າວ່າ ທ່ານເວົ້າພາສາ ລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສັຽຄ່າ, ແມ່ນມີພ້ອມໃຫ້ທ່ານ. ໂທ 1-844-662-2276.

**LALE:** Ñe kwōj kōnono Kajin Majōl, kwomaroñ bōk jermal in jipañ ilo kajin ñe aṃ ejje!ok wōñāān. Kaalok 1-844-662-2276.