

HIPAA Designation Form



Group Name _____

Group Number/MPN _____

Category _____

Please route to the following (check all that apply): Blue Cross and Blue Shield of Kansas Advance Insurance Company of Kansas

Section 1 – Group Information

_____/_____/_____
Effective Date of Change

NOTE: If you have changes to contact types in multiple categories, please send a form for each category.

- New group
- Existing Group – Update current contact information listed within sections 2 through 7.
- Existing Group – Leave all existing contacts as is and add the contacts listed within sections 2 through 7.
- Existing Group – Remove all existing contacts and replace with the contacts listed within sections 2 through 7.
- Existing Group – Remove the following contacts from the selected contact type and add the contacts listed within sections 2 through 7.

_____ Contact Name	<input type="checkbox"/> Plan Sponsor Representative	<input type="checkbox"/> Group Leader
	<input type="checkbox"/> Plan Administrator Representative	<input type="checkbox"/> Privacy Officer
_____ Contact Name	<input type="checkbox"/> Plan Sponsor Representative	<input type="checkbox"/> Group Leader
	<input type="checkbox"/> Plan Administrator Representative	<input type="checkbox"/> Privacy Officer
_____ Contact Name	<input type="checkbox"/> Plan Sponsor Representative	<input type="checkbox"/> Group Leader
	<input type="checkbox"/> Plan Administrator Representative	<input type="checkbox"/> Privacy Officer

Section 2 – Plan Sponsor Information

Plan Sponsor: A legal entity that offers the Group Health Plan (GHP) to its employees or members.

Plan Sponsor Representative: May be a director, senior executive and all other applicable employees who do not require access to enrollees' Protected Health Information (PHI) to perform their day-to-day job functions. These individuals should have no access to the employees' PHI other than their own personal information.

_____ Plan Sponsor (Business Name)	_____ Title	
_____ Plan Sponsor Representative Name	(_____) _____ - _____ Phone Number	(_____) _____ - _____ Fax Number
_____ Business Mailing Address of Plan Sponsor Representative	_____ Email Address	
_____ City	This person is granted access to information for electronic enrollment and eBilling (email address required). <input type="checkbox"/> Yes <input type="checkbox"/> No	
_____ State	_____ ZIP Code	_____ +4

Please continue on the next page.

Section 3 – Plan Administrator Information

Plan Administrator: The entity responsible for many of the administrative and fiduciary duties imposed by ERISA and HIPAA as designated by a plan's governing documents. If the Plan Administrator is not designated, the Plan Sponsor (commonly the employer) must be listed as the Plan Administrator.

Plan Administrator Representative: An individual within an employer group designated to act on behalf of the Plan Administrator.

Applicable to ASO groups only – The person(s) named in this section is the only person(s) in the group who can have access to PHI.

Plan Administrator (Business Name)	Title	
Plan Administrator Representative Name	() - Phone Number	() - Fax Number
Business Mailing Address of Plan Administrator Representative	Email Address	
City	This person is granted access to information for electronic enrollment and eBilling (email address required). <input type="checkbox"/> Yes <input type="checkbox"/> No	
State	ZIP Code	+4

Section 4 – Group Leader Information

Group Leader: A term not defined in HIPAA Privacy Rules, but means the person whom the Plan Sponsor designates to handle enrollment and disenrollment of GHP members. This person should have no access to the employees' PHI. This person is granted access to eBilling (email address is required).

Group Leader Name	Title	
Business Mailing Address of Group Leader	() - Phone Number	() - Fax Number
City	Email Address	
State	ZIP Code	+4

Section 5 – Privacy Officer Information (only applicable to ASO/OHCA groups)

Privacy Officer: The person responsible for the development and implementation of policies and procedures necessary for HIPAA compliance.

ASO/OHCA groups are required by HIPAA to designate a Privacy Officer. Blue Cross and Blue Shield of Kansas will consider the Plan Administrator to be the Privacy Officer unless other information is provided.

Privacy Officer Name	Title	
Business Mailing Address of Privacy Officer	() - Phone Number	() - Fax Number
City	Email Address	
State	ZIP Code	+4

Please continue on the next page.

Section 6 – Secondary Contacts

To include additional Plan Sponsor Representatives, Plan Administrator Representatives, Group Leaders or Privacy Officers, please complete the information in this section. **Please note:** Group Leaders will automatically have access to eBilling (email address required).

Plan Sponsor Representative Plan Administrator Representative Group Leader Privacy Officer

Name _____		Title _____	
Business Mailing Address _____		(____) _____ - _____ Phone Number	(____) _____ - _____ Fax Number
City _____		Email Address _____	
State _____	ZIP Code _____	+4 _____	
Please grant this person access to eBilling (email address required): <input type="checkbox"/> Yes <input type="checkbox"/> No			

Plan Sponsor Representative Plan Administrator Representative Group Leader Privacy Officer

Name _____		Title _____	
Business Mailing Address _____		(____) _____ - _____ Phone Number	(____) _____ - _____ Fax Number
City _____		Email Address _____	
State _____	ZIP Code _____	+4 _____	
Please grant this person access to eBilling (email address required): <input type="checkbox"/> Yes <input type="checkbox"/> No			

Section 7 – Party to Receive Correspondence (PTRC)

Who is the party to receive correspondence? (This person must be listed on this form or must be an existing contact.)

Section 8 – Important Notes and Authorization

1. Changes to Section 2 may only be made by the current Plan Sponsor Representative or an officer of the company.
2. Changes to Sections 3 through 7 may only be made by the current Plan Sponsor Representative, Plan Administrator Representative or an officer of the company.

By signing below, I certify that I am authorized, as Plan Sponsor Representative, Plan Administrator Representative or an officer of the company, by the employer group named above and its group health plan to assign and/or affirm the designation of the individual(s) named on this form.

Your signature required

Applicant _____	____/____/____ Date Signed
Print Name _____	
Title _____	

Internal Use Only – Routing

Please route to **Membership.Assistance@bcbsks.com** and **CSC-Advance@bcbsks.com** as indicated in Section 1.