



IC MEMORANDUM 09-23

TO: KEHP Insurance Coordinators
FROM: Department of Employee Insurance (DEI)
RE: Authorization for Release of Information
DATE: October 5, 2009

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: <http://kehpn.ky.gov>

The Health Insurance Portability and Accountability Act (HIPAA) Authorization for Release of Information form presented during the Insurance Coordinator training has changed; attached is the new version of the form. This form can also be found at the following link: <http://personnel.ky.gov/NR/rdonlyres/CCA5093C-48E3-49B2-9E68-559F5A1F663B/0/AuthorizationforreleaseofInformation.pdf>.

KENTUCKY GROUP HEALTH
INSURANCE BOARD:

TIMOTHY LONGMEYER, CHAIRMAN
Personnel Cabinet

SHARON CLARK
Kentucky Department of Insurance

RICHARD DAVENPORT
Kentucky Education Support
Professional Association

LAURIE DUDGEON
Administrative Office of the Courts

JUDITH GAMBILL
Kentucky Teachers Retirement System

BOBBY HENSON
Kentucky Retirement Systems

TERRY HOLLIDAY
Kentucky Department of Education

MARY LASSITER
Office of State Budget Director

TOMMY LOVING
Advisory Committee of State
Health Insurance Subscribers

CRIT LUALLAN
Auditor of Public Accounts

BRENT MCKIM
Kentucky Education Association

JONATHAN MILLER
Finance and Administration Cabinet

RONNIE O'NAN
Kentucky Transportation Cabinet

DEI only maintains demographic Protected Health Information (PHI) which includes enrollment, eligibility, family dependents and qualifying event information. KEHP Members will need to complete the Authorization for Release of Information form if they want their PHI released to another person or organization. **Not everyone needs to complete this form; only KEHP members requesting that DEI speak to other parties about the member's PHI.**

The form needs to be returned to the Enrollment Information Branch, Department of Employee Insurance, 501 High Street, Frankfort, KY 40601.

Please contact Member Services Branch at 888-581-8834 or the Enrollment Information Branch at 502-564-1205 with any questions or concerns.

