

April 11, 2003

To: All Participants of the Alaska Electrical Health & Welfare Fund

Re: Notice of Privacy Practices

Dear Plan Participant:

Privacy provisions of HIPAA legislation are effective April 14, 2003. Pursuant to that legislation, we have enclosed a Notice of Privacy Practices which explains how the Trust Administrative Office of the Alaska Electrical Health & Welfare Fund (the Trust) may use your health information and your rights with respect to your health information. Please read the enclosed Notice carefully and file it with your Summary Plan Description.

Changes to Expect at the Administrative Office of the Trust

The Trust has modified some of their procedures in order to comply with the legislation. You may expect the following changes at the Trust office:

- **Using the interview booths** – most interactions will take place at the interview booths next to the receptionist.
- **Escorting visitors** – *any* visitor beyond the interview/lobby area must be escorted by an employee of the Trust. All persons not currently employed at the Trust office are considered visitors.
- **Verifying identity** – whether in person or on the phone the Trust is required by law to take some reasonable measures to verify identity of the person with whom they are talking. If you visit in person and the H&W representative does not know you, you will be asked to present some form of picture identification. If you call on the phone, the H&W representative will ask several questions to verify your identity, such as your social security number, mailing address, etc.
- **Using the minimum necessary** – we may discuss payment of an individual's health claims with a spouse but we will disclose only the minimum amount of health information necessary to facilitate the matter at hand. For example, if you check on the status of your spouse's claim, after verifying your identity we will ask you for the date of service, the provider, and your spouse's social security number. We will inform you whether the claim has been paid or if any additional information is needed. We will not discuss diagnosis, treatment, or complete claims history.

We appreciate your understanding and cooperation with implementing the new Privacy Practices mandated by Federal law. Thank you.

Sincerely,

/s/
Gregory R. Stokes
Administrator