



Office of Human Resources
P. O. Box 425739
Denton TX 76204-5739
940-898-3555 HR
940-898-3566 Fax

To: New Employee

From: Brenda Villareal, Human Resources

Re: **Information on COBRA and HIPAA**

Dear Employee:

Enclosed are information sheets on the Consolidated Omnibus Budget Reconciliation act of 1985 (COBRA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) . TWU is required by law to notify new employees and their dependents of their rights in the event that employment with this institution ends. Should employment end, you may be qualified to receive the opportunity to continue your health and dental coverage. The COBRA sheet enclosed is simply notifying you of this. Please review this information and share it with your spouse/dependents, if applicable, so that you will be familiar with your rights and responsibilities under these acts.

Please contact Human Resources at (940) 898-3555 if you have any questions or need additional information.

Please print and sign your name below indicating that you have received your COBRA/HIPAA notice.

Name: _____

Signature: _____ Date: _____