

## Notice of Electronic Disclosure

Adams 12 Five Star Schools provides all required Employee Benefit notices electronically in PDF format on both the Employee Benefits Internet site at [www.adams12.org](http://www.adams12.org) and Employee Benefits Intranet site at <https://staff.adams12.org>, which is accessible on Adams 12 computers.

**Each plan you enroll in has an Evidence of Coverage, Certificate of Coverage or Summary Plan Description that contains critical information about the plan.** Examples of this critical information include, but are not limited to: coverage limits; covered services and exclusions; applicable cost sharing; your rights under the plan; claim appeal procedures; and any material changes made to the plan.

Other required notices that are in PDF format and available on both the Internet and Intranet that **contain critical information** are:

- Notice of Electronic Disclosure
- Marketplace Notice
- Children's Health Insurance Program (CHIP)
- Women's Health and Cancer Rights Act (WHCRA)
- Newborns' and Mothers' Health Protection Act Notice
- Designation of Primary Care Provider & Direct Access to OB/GYN Providers
- HIPAA Notice of Privacy Practices
- Summary of Benefits and Coverage
- Special Enrollment Notice
- Medicare Creditable / Non-Creditable Notice

When Employee Benefit notices or documents are updated on the Internet and Intranet, Human Resources will send notification to your Adams 12 email address with an applicable link or will attach the PDF's to the email.

**You have the right to request a paper version of these documents free of charge or withdraw consent to electronic distribution at any time by writing to us at:**

[hr-human-resources@adams12.org](mailto:hr-human-resources@adams12.org)

Adams 12 Five Star Schools  
Attn: Human Resources  
1500 East 128<sup>th</sup> Avenue  
Thornton, CO 80241  
Fax: (720) 972-4072