

State of Nevada Public Employees Benefits Program

Version Date: 2/28/2014

2002087 Death Claims

Reviewed: 01/17/2003

Description: This record series is used to document and administer the claim for life insurance on death claims. The files may contain, but are not limited to: Claims with supportive documentation; Benefits payment records; Access, disclosure and other documentation required under HIPAA (Health Insurance Portability and Accountability Act, 42 USC s.1390d et. Seq.) see 45 CFR Parts 160 and 164; Related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the end of the calendar year in which the claim was closed.

Disposition: Destroy Securely

2002088 Evidence of Insurability Files

Reviewed: 01/17/2003

Description: This record series is used to document and administer the addition of self, spouse or dependants to state health insurance. The files may contain, but are not limited to: Request form with supporting documentation including copies of birth certificates, marriage license and other legal documents (adoption, etc.); Related correspondence.

Retention: Retain these records for a period of six (6) calendar years after the receipt of the records.

Disposition: Destroy Securely

2002089 Group Health and Life Insurance Files

Reviewed: 01/17/2003

Description: This record series documents the enrollment in and all changes in health insurance, life insurance, disability insurance, and similar benefit packages offered to employees through the Public Employee's Benefits Program. The record series may include, but is not limited to: Enrollment cards; Beneficiary information including contact information, marital status, etc.; Pre-tax documentation; Documentation on access, disclosure and other actions required under HIPAA (Health Insurance Portability and Accountability Act, 42 USC s. 1390d et. Seq.); Related correspondence.

Retention: Retain this record series for a period of six (6) calendar years from the date the employee is no longer covered under any benefit package.

Disposition: Destroy Securely

2002090 Long Term Disability Files

Reviewed: 01/17/2003

Description: This record series is used to document and administer claims for long term disability. The files may consist of, but are not limited to: Claims and supporting documentation; Verification documentation; Documentation on access, disclosure and other actions required under HIPAA (Health Insurance Portability and Accountability Act, 42 USC s. 1390d et. Seq.); Related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the date of the closure or final resolution of the claim.

Disposition: Destroy Securely