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## NOTIFICATION OF AVAILABILITY

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Date:

To: Participants in the ABC Company Group Health Plan  
From: John Q. Public, Director, Human Resources

The Health Insurance Portability and Accountability Act (HIPAA) requires within the Standards for Privacy of Individually Identifiable Health Information (commonly known as the HIPAA Privacy Rule), a notice to be sent, which serves to inform you of the availability of the Notice of Privacy Practices for the ABC Company Group Health Plan.

The Notice of Privacy Practices describes how protected health information may be used or disclosed by your Group Health Plan to carry out payment, health care operations, and for other purposes that are permitted or required by law. The Notice also sets out our legal obligations concerning your protected health information, and describes your rights to access and control your protected health information.

A copy of the Notice of Privacy Practices is available to all members of the group health plan. You can obtain a copy of the Notice of Privacy Practices by:

- Picking up a paper copy in the Human Resources Department or;
- Contacting John Smith, Benefits Administrator at 716-555-1234 or;
- Visiting [www.myhealthplan.com](http://www.myhealthplan.com) to print a copy

Any additional questions should be directed to Jane Peterson, Privacy Officer, ABC Company, 123 Main Street, Anytown, NY 14123, Phone: (716) 555-1234, Fax: (716) 555-5678, [Jane.Peterson@ABC.com](mailto:Jane.Peterson@ABC.com)