



**TOWN OF NEEDHAM**  
NORFOLK COUNTY MASSACHUSETTS

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**Human Resources Department**

NEEDHAM TOWN HALL  
1471 Highland Avenue  
Needham, MA 02492  
TEL: 781-455-7500 x 295  
FAX: 781-455-0165  
[HR@needhamma.gov](mailto:HR@needhamma.gov)  
[www.needhamma.gov/HR](http://www.needhamma.gov/HR)

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**HIPAA Special Enrollment Rights**

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing toward your or your dependents' other coverage). However, you must request enrollment within 30 days after your or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

To request special enrollment or obtain more information, visit the Town's website at [www.needhamma.gov/hr](http://www.needhamma.gov/hr) or contact the Town's Human Resources Department at 781-455-7500 or at [HR@needhamma.gov](mailto:HR@needhamma.gov).