

Friday, July 5, 2024 | Weekly ABC Update

ABC email content is separated by information for all plans and then by plan:

[ALL PLANS](#)

[CENTRAL STATE](#)

[STATE HIGHER EDUCATION](#)

[STATE OFFLINE AGENCIES](#)

[LOCAL EDUCATION](#)

[LOCAL GOVERNMENT](#)

- [ABC Update 07.05.24](#) (Word doc)
- [ALL PLANS – July 9 ABC Conference Call Agenda](#)
- [ALL PLANS - ABC July – Dec Conference Call Schedule](#)

Attachments such as flyers or PDFs will be linked on the ABC webpage under the red button and named by plan (all plans, central state, state higher ed, state offline agencies, local ed or local gov).

Information you can directly share will be listed under the **For Members** header. ABC-specific information is listed under the **For ABCs** header.

ALL PLANS

For ABCs (all plans)

ABC Conference Calls

The next ABC conference calls are **Tuesday, July 9**.

- **Higher Ed: 8:30 – 9 a.m. CT**
- **Local Ed: 9:30 – 10 a.m. CT**
- **Local Government: 10:30 – 11 a.m. CT**
- **State: 11:30 a.m. – 12 p.m. CT**

Use the WebEx login link and instructions in the **posted** agenda or link below. See the posted agenda for details for other ways to join the calls.

To join the ABC conference call - click on the link:

<https://tn.webex.com/meet/joan.williams>

Updated ABC Conference Call Schedule

We've posted a revised ABC conference call schedule from July through December 2024. Changes include canceling the August calls due to the ABC Summer Training and adding calls prior to and during Annual Enrollment. We'll go over these changes during the July ABC conference calls.

All ABCs: Your HIPAA training deadlines have passed. Please make sure you've completed this required annual training.

End of all plans message

CENTRAL STATE

For ABCs (central state)

ABC HIPAA Training – Deadline has Passed!

The 2024 HIPAA annual class is open. **Deadline was June 30.** This year, we have registered everyone for the class. You will locate the class in Edison under My Learning. If you were not registered, please sign up for the class using the instructions that follow.

The Health Insurance Portability and Accountability Act of 1996, known as HIPAA, is a federal law that protects the privacy and confidentiality of protected health information. Protected health information, known as PHI, is individually identifiable health information held or maintained by Benefits Administration or our business associates who act on our behalf that is transmitted or maintained in any form or medium. As an ABC, you and your agency are our business associates. The law requires all covered entities and business associates to be trained in HIPAA policies and procedures. All ABCs, backup ABCs and directors with access to Edison must complete the annual training. The HIPAA training exemplifies Benefits Administration's commitment to educating and promoting a culture that encourages ethical conduct and compliance with state and federal laws.

All ABCs and directors must complete the annual HIPAA training every calendar year. You must complete the training by the last day of your assigned month. Failure to comply with mandatory training requirements may suspend insurance benefits access. Training requirements will not be waived unless the BA HIPAA compliance officer approves.

State will take **State_HE_HIPAA_2024**

Here is the navigation after you log in to Edison at www.edison.tn.gov:

NAV BAR > Navigator > ELM > Learning Home > Search for Learning type HIPAA > Annual HIPAA Training (HIPAA 2000) > State_HE_HIPAA_2024.

Training completion schedule:

- **State – June 30**

End of state message

STATE HIGHER EDUCATION

For ABCs (state higher ed)

We don't have any messages specifically for higher education ABCs.

End of higher ed message

STATE OFFLINE AGENCIES

For ABCs (state offline agencies: Beech River Watershed Development Agency, Governor's Early Literacy Foundation, Greater Nashville Regional Council and South Central Human Resources Agency)

ABC HIPAA Training – Deadline has Passed!

The 2024 HIPAA annual class is open. **Deadline was June 30.** This year, we have registered everyone for the class. You will locate the class in Edison under My Learning. If you were not registered, please sign up for the class using the instructions that follow.

The Health Insurance Portability and Accountability Act of 1996, known as HIPAA, is a federal law that protects the privacy and confidentiality of protected health information. Protected health information, known as PHI, is individually identifiable health information held or maintained by Benefits Administration or our business associates who act on our behalf that is transmitted or maintained in any form or medium. As an ABC, you and your agency are our business associates. The law requires all covered entities and business associates to be trained in HIPAA policies and procedures. All ABCs, backup ABCs and directors with access to Edison must complete the annual training. The HIPAA training exemplifies Benefits Administration's commitment to educating and promoting a culture that encourages ethical conduct and compliance with state and federal laws.

All ABCs and directors must complete the annual HIPAA training every calendar year. You must complete the training by the last day of your assigned month. Failure to comply with mandatory training requirements may suspend insurance benefits access. Training requirements will not be waived unless the BA HIPAA compliance officer approves.

State will take **State_HE_HIPAA_2024**

Here is the navigation after you log in to Edison at www.edison.tn.gov:

NAV BAR > Navigator > ELM > Learning Home > Search for Learning type **HIPAA > Annual HIPAA Training (HIPAA 2000) > State_HE_HIPAA_2024.**

Training completion schedule:

- **State – June 30**

End of state offline agency message

LOCAL EDUCATION

For ABCs (local ed)

We don't have any messages specifically for local education ABCs.

End of local education message

LOCAL GOVERNMENT

For ABCs (local gov)

HIPAA Training – Deadline has Passed!

The 2024 HIPAA annual class is open. **Deadline was June 30.** Our training for local government now includes a review of the Memorandum of Understanding. This year, we have registered everyone for the class. You will locate the class in Edison under My Learning. If you were not registered, please sign up for the class using the instructions that follow.

The Health Insurance Portability and Accountability Act of 1996, known as HIPAA, is a federal law that protects the privacy and confidentiality of protected health information. Protected health information, known as PHI, is individually identifiable health information held or maintained by Benefits Administration or our business associates who act on our behalf that is transmitted or maintained in any form or medium. As an ABC, you and your agency are our business associates. The law requires all covered entities and business associates to be trained in HIPAA policies and procedures. All ABCs, backup ABCs and directors with access to Edison must complete the annual training. The HIPAA training exemplifies Benefits Administration's commitment to educating and promoting a culture that encourages ethical conduct and compliance with state and federal laws.

All ABCs and directors must complete the annual HIPAA training every calendar year. You must complete the training by the last day of your assigned month. Failure to comply with mandatory training requirements may suspend insurance benefits access. Training requirements will not be waived unless the BA HIPAA compliance officer approves.

Local education will take **LG_LE_HIPAA_2024**

Here is the navigation after you log in to Edison at www.edison.tn.gov:

NAV BAR > Navigator > ELM > Learning Home > Search for Learning type **HIPAA > Annual HIPAA Training (HIPAA 2000) > LG_LE HIPAA_2024.**

Training completion schedule:

- **Local government – June 30**

End of local gov message

ABC Conference Calls – July 9, 2024

Higher Ed: 8:30 a.m. CT

Local Ed: 9:30 a.m. CT

Local Gov: 10:30 a.m. CT

State: 11:30 a.m. CT

To join the ABC conference call - **click on the link:**

<https://tn.webex.com/meet/joan.williams>

You will see **Joan Williams's Personal Room**.

If you don't have WebEx installed on your computer, you can run a temporary application.

- **It may ask you to join from your browser or download the WebEx meetings app.** Enter your name and email address. Then click **Join Meeting**.
- **You may see a pop-up asking you to choose your phone and video connections, or it will automatically connect your audio and video based on your prior settings.**
- You may see a preview screen with microphone and video button symbols. **Please turn off/mute your video option/button.**
- **You can click on the down arrow to change your audio option:**
 - **Call me** (recommended - enter the number you want to system to call)
 - **Use your computer for audio (if you have a headset)**
 - You can select your speaker and microphone settings
 - **Call in** (gives you the phone number to call)
- **Chat is on the bottom right.** You can click and pull chat out to a different screen.

Information to help you join if you are experiencing issues:

Join by meeting number

- Meeting number (access code): 160 068 7633

Tap to join from a mobile device (attendees only)

- +1615-747-4911,1600687633## Webex Call-In
- +1-415-655-0001,1600687633## US Toll

Join by phone

- +1 615-747-4911 Webex Call-In
- +1-415-655-0001 US Toll
- Access code: 160 068 7633

Join from a video conferencing system or application

- Dial joan.williams@tn.webex.com
- You can also dial 173.243.2.68 and enter your meeting number.

Agenda

Communications

- **Materials and Communications**
 - **Updates**
 - **ABC Annual Enrollment Conference Call Schedule**
 - **Local Gov: New Agency Announcement**

Presentations

- **Local Ed/Local Gov: Other Post Employee Benefits Survey Emails**

Operations

- **Local Ed/Local Gov: Adding and Dropping Dental and Vision Plans Deadline**
- **Replying to Secure Emails from Benefits Administration**
- **ABC Summer Training Reminder**

Questions



2024 ABC Revised Conference Call Schedule*
July – December 2024

Tuesday, July 9

Higher Education – Tuesday, July 9 at 8:30 a.m. CT
Local Education – Tuesday, July 9 at 9:30 a.m. CT
Local Government – Tuesday, July 9 at 10:30 a.m. CT
State – Tuesday, July 9 at 11:30 a.m. CT

~~**Tuesday, Aug. 13**~~ **CANCELLED DUE TO ABC SUMMER TRAINING**

~~Higher Education – Tuesday, Aug. 13 at 8:30 a.m. CT
Local Education – Tuesday, Aug. 13 at 9:30 a.m. CT
Local Government – Tuesday, Aug. 13 at 10:30 a.m. CT
State – Tuesday, Aug. 13 at 11:30 a.m. CT~~

Tuesday, Sept. 10

Higher Education – Tuesday, Sept. 10 at 8:30 a.m. CT
Local Education – Tuesday, Sept. 10 at 9:30 a.m. CT
Local Government – Tuesday, Sept. 10 at 10:30 a.m. CT
State – Tuesday, Sept. 10 at 11:30 a.m. CT

Tuesday, Sept. 17

Higher Education – Tuesday, Sept. 17 at 8:30 a.m. CT
Local Education – Tuesday, Sept. 17 at 9:30 a.m. CT
Local Government – Tuesday, Sept. 17 at 10:30 a.m. CT
State – Tuesday, Sept. 17 at 11:30 a.m. CT

Tuesday, Sept. 24

Higher Education – Tuesday, Sept. 24 at 8:30 a.m. CT
Local Education – Tuesday, Sept. 24 at 9:30 a.m. CT
Local Government – Tuesday, Sept. 24 at 10:30 a.m. CT
State – Tuesday, Sept. 24 at 11:30 a.m. CT

Tuesday, Oct. 8

Higher Education – Tuesday, Oct. 8 at 8:30 a.m. CT
Local Education – Tuesday, Oct. 8 at 9:30 a.m. CT
Local Government – Tuesday, Oct. 8 at 10:30 a.m. CT
State – Tuesday, Oct. 8 at 11:30 a.m. CT

Tuesday, Oct. 22

Higher Education – Tuesday, Oct. 22 at 8:30 a.m. CT
Local Education – Tuesday, Oct. 22 at 9:30 a.m. CT
Local Government – Tuesday, Oct. 22 at 10:30 a.m. CT
State – Tuesday, Oct. 22 at 11:30 a.m. CT

Tuesday, Nov. 5

Local Education – Tuesday, Nov. 5 at 9:30 a.m. CT
Local Government – Tuesday, Nov. 5 at 10:30 a.m. CT

Tuesday, Nov. 12

Higher Education – Tuesday, Nov. 12 at 8:30 a.m. CT
Local Education – Tuesday, Nov. 12 at 9:30 a.m. CT
Local Government – Tuesday, Nov. 12 at 10:30 a.m. CT
State – Tuesday, Nov. 12 at 11:30 a.m. CT

Tuesday, Dec. 10

Higher Education – Tuesday, Dec. 10 at 8:30 a.m. CT
Local Education – Tuesday, Dec. 10 at 9:30 a.m. CT
Local Government – Tuesday, Dec. 10 at 10:30 a.m. CT
State – Tuesday, Dec. 10 at 11:30 a.m. CT

*Call dates could change, and additional dates could be added.