



**United States Department of Labor
Employee Benefits Security Administration
COBRA/HIPAA & Claims Procedure Compliance Workshop**

When: October 24, 2007
Where: 911 Federal Building Auditorium
911 NE 11th Avenue
Portland, Oregon 97232
Time: 10:00 am, 1:00 pm and 3:00 pm
Cost: It's free! Workshop and materials provided are free of charge
Registration: Fax attached form to 206.553.0913 or phone Fara Goodwin at 206.553.4247 x32

- 10 am COBRA workshop will discuss among topics COBRA notice and disclosure regulations and common COBRA mistakes (approximately 2 hours)
- 1 pm HIPAA workshop will discuss among topics HIPAA notice and disclosure procedures and other common HIPAA mistakes (approximately 2 hours)
- 3 pm Claims Procedure workshop will discuss among topics proper timeframes for specific type claims and fiduciary duties concerning claims review (approximately 1 hour)

Please select one, two or all of the workshops you plan to attend. Published materials will be provided. EBSA Benefits Advisors will be on site to address your specific questions. Space will be allocated on a first come, first serve basis. Please act quickly to reserve your spot!

| COBRA/HIPAA & Claims Procedure Compliance Workshops | |
|--|-----------------------|
| Registrants Name: | Position: |
| Company And/Or Association: | Address: |
| Telephone/Fax Number: | Email Address: |