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[Date]

Attn: Model Compliance Plans
Center for Medicare and Medicaid Services
P.O. Box 8040
Baltimore, MD 21244-8040

Re: [Company Name]
[Tax ID #]
[Medicare ID #, if applicable]

To Whom It May Concern:

We are a financial institution that will be in compliance with HIPAA Electronic Health Care Transactions and Code Sets standards (45 C.F.R. Parts 160, 162) by October 16, 2003 if we are deemed to be a covered entity. It is unclear at this time as to whether our activities fall within the scope of the regulations.

Section A: The person authorized to request this extension and provide the information in this letter is (name and title). This person can be reached at (address and phone number).

Section B: The reason we will not be in compliance is because it is unclear as to whether we are a covered entity under this regulation. We anticipate clarification of this information.

Section C: We are not sure as to the financial impact of the HIPAA Electronic Health Care Transactions and Codes Sets standards on our organization. We suspect the cost would be great.

Section D: In terms of implementation of the Standards, we have become aware of these regulations and are trying to determine the impact. We have not completed the Awareness phase of the Implementation Strategy (i.e. obtained information regarding the Standards, discussed it with our vendors and conducted a preliminary staff education) at this time, because we are unsure as to whether we are a covered entity under the regulations. If we are deemed to be a covered entity, we will complete the Awareness phase, the Operation Assessment (i.e. inventory the HIPAA gaps in our organization, if any, identify internal implementation issues and develop a work-plan to address them, and consider and decide whether or not to use a vendor to assist us in compliance), and the Development and Testing Phase (i.e. finalize development of applicable software and install it, complete staff training on how to use the software, and start and finish all software and systems testing) before the compliance deadline of October 16, 2003.

Sincerely,