

## **ATTACHMENT J: ADMINISTRATORS FOR THE CONTRACT, HIPAA COMPLIANCE OFFICER, AND INFORMATION SECURITY OFFICER**

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The persons identified below are the persons to whom notices provided for in this Contract shall be given and to whom matters relating to administration or interpretation of this Contract shall be addressed. Either Party may change its administrator or his or her address and telephone number by written notice to the other Party.

**a) The Plan's Contract Administrator for day-to-day activities, Contract Manager for all contractual issues, HIPAA Compliance Officer, and Information Security Officer are listed below:**

North Carolina State Health Plan Contract Administrator regarding day-to-day activities described herein:

Caroline Smart, Deputy Executive Administrator  
North Carolina State Health Plan for Teachers and State Employees  
3200 Atlantic Avenue  
Raleigh, NC 27604  
Phone: (919) 500-1321  
Email: Caroline.Smart@nctreasurer.com

North Carolina State Health Plan Contract Manager for all contractual issues listed herein:

Sharon Smith, Senior Manager of Contracting  
North Carolina State Health Plan for Teachers and State Employees  
3200 Atlantic Avenue  
Raleigh, NC 27604  
Phone (919) 814-4432  
Email: Sharon.Smith@nctreasurer.com

North Carolina State Health Plan HIPAA Compliance Officer for all privacy related matters herein:

Lotta Crabtree, Sr. Director Strategy, Contracting, and Network Development and Interim Compliance Officer  
North Carolina State Health Plan for Teachers and State Employees  
3200 Atlantic Avenue  
Raleigh, NC 27604  
Phone: 919-225-3309  
Email: Lotta.Crabtree@nctreasurer.com

North Carolina Department of State Treasurer Information Security Officer for all data security related matters herein:

Renee Bourget, Information Security Manager  
North Carolina Information Technology Division  
3200 Atlantic Avenue  
Raleigh, NC 27604  
Phone (919) 266-3925  
Email: Renee.Bourget@nctreasurer.com

**b) Vendor's contract administrator for day-to-day activities, contract manager for all contractual issues, HIPAA Compliance Officer, and Information Security Officer are listed below:**

Vendor's contract administrator regarding day-to-day activities herein:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Vendor's contract manager for all contractual issues listed herein:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Vendor's HIPAA Compliance Officer for all privacy related matters herein:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Vendor's Information Security Officer for all data security related matters herein:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_