

HIPAA Notice of Privacy Practices

(Provide once annually to all participants)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) imposes numerous requirements on employer health plans concerning the use and disclosure of protected health information (PHI), which includes all individually identifiable information held by a health plan; whether received in writing, in an electronic medium, or as oral communication. The Employee Benefits Plan (the Plan) sponsored by your employer (the plan sponsor) is required by law to maintain the privacy of your health information, to provide you with this notice of Plan's legal duties and privacy practices with respect to your health information. The Plan will disclose health information when required to do so by international, federal, state, or local law.

You have the right to inspect and copy PHI which is maintained by and for the Plan for enrollment, payment, claims, and case management. You also have the right to get notice of breach, the right to an accounting of disclosures, the right to request restrictions, the right to request confidential communications, the right to a paper copy of this notice, and the right to file a complaint if you believe your privacy rights have been violated. If you feel that PHI about you is incorrect or incomplete, you may ask human resources or the designated benefits representative to amend the information. For a full copy of the Notice of Privacy Practices describing how PHI about you may be used and disclosed and how you can get access to the information, contact human resources or the designated benefits representative.