

Tyrone Area School District

TITLE: PRIVACY OF INDIVIDUALLY
IDENTIFIABLE HEALTH
INFORMATION

ADOPTED: NOVEMBER 11, 2003

REVISED:

620. PRIVACY OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION

This policy is intended to promote awareness of the confidential nature of the medical information that is collected, maintained and disseminated by the group health plans (the "Plans") sponsored by the Tyrone Area School District (the "District"). The Plans are considered "group health plans" and "covered entities" under the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder. This policy and these procedures reflect the commitment of the District to protecting the confidentiality of its plan participants' private health information.

This Privacy Policy shall be overseen by the Privacy Official who shall report on privacy issues, as needed, to the Superintendent. The Privacy Official shall be the Business Administrator, and shall have authority and responsibility for implementation and operation of the policy and will have the discretion to delegate any of his or her responsibilities or functions to another individual (the Designee").

This Privacy Policy will apply to all group health plans sponsored by the District, including a medical PPO plan, a medical indemnity plan, a dental plan, and a vision plan.

The Designated Records Set of the District will include all information in the files maintained by the Employee Benefits Coordinator. These files include information about claims and enrollment in the Plans.

The Plans will collect only the minimum necessary protected health information ("PHI") that is needed for the particular purpose for which it is collected. The following district employees will be permitted to receive and/or have access to PHI: the Employee Benefits Coordinator and the Business Office staff (in relation to enrollment in the Plans).

The Plans will provide all plan participants with the right to access their own PHI that has been collected and is maintained by the Plans. This right of access does not apply to psychotherapy notes and information compiled in anticipation of a criminal or civil legal action.

	<p>The Plans will allow plan participants to request amendments of any PHI that is created and/or maintained by the Plans with respect to that plan participant. PHI that was not created by the Plans or that is accurate and complete, as determined by the Privacy Official of the Designee, is not subject to amendment.</p> <p>The Plans, the Plan Sponsor and/or any business associate of the Plans will use and disclose the PHI they create, collect and/or maintain for the following purposes: to enroll employees and their dependents in the Plans or to make changes to one of these enrollments; to evaluate renewal proposals or new health plan or reinsurance vendors; to conduct cost-management and planning-related analyses such as formulary development and administration and development or improvement of payment methods; and to perform any related functions.</p>
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