

COUNTY OF CAMBRIA HUMAN RESOURCES DEPARTMENT

Compliance with the HIPAA Privacy Regulations
Concerning our Employee Health, Dental, and Vision Plans
Effective Date of Notice: 2/15/08

The County of Cambria is required by applicable federal and state laws to maintain the privacy of your protected health information. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) has several required components that have been enacted in stages since 1996. The latest provision of HIPAA involves ensuring our privacy practices, our legal duties, security of a person's protected health information (PHI), and your rights concerning PHI. PHI is current, past or future information created or received by the County of Cambria's Human Resources Department as part of the general administration of your health, dental, and vision benefit plans. HIPAA requires that we issue notification to our active and retired employees ensuring the County of Cambria's compliance with HIPAA privacy rules. The Human Resources Department is dedicated to using the utmost care and responsibility in handling this information to ensure its privacy and security.

In compliance with HIPAA regulations, the County of Cambria's Human Resources Department makes the following commitments to administer the County's health, dental, and vision plans:

1. The Human Resources Department will utilize protected health information (PHI) as needed to carry out its general administrative responsibilities as Plan Sponsor of the employee health, dental, and vision plans, provided such uses and disclosures are not inconsistent with HIPAA requirements.
2. The County of Cambria will not use or inappropriately disclose any PHI, except as required to perform its responsibilities as Plan Sponsor or required by law.
3. The County of Cambria will not use or disclose PHI in any Human Resources Department function that is unrelated to the administration of the employee health, dental, and vision plans.
4. The County of Cambria will make PHI available to the individual plan member, if requested.
5. The County of Cambria, if applicable, will report to the employee health plan any use or disclosure of information that is inconsistent with HIPAA regulations. In addition, the employee will be also notified of any improper use of PHI.
6. The County of Cambria will destroy all employees' PHI that is no longer needed for the purpose for which the original request or disclosure was made.
7. If at any time you, the employee, do not want the Human Resources Department to utilize your PHI, please notify the Human Resources office in writing by completing the Opt Out Form attached and returning the form to the H.R. office.
8. The County reserves the right to change this Notice and to make the new Notice provisions effective for all PHI that it maintains. If the County revises its Notice in any substantive manner, the County will notify you of the revision.
9. If there is any noncompliance with HIPAA Privacy Regulations internally with regards to the employee health, dental, and vision plans, the issues of noncompliance can be forwarded to Cambria County's Human Resources Director, Amy A. Glessner (Phone #: 814-472-1610), and to the Secretary of the United States Department of Health and Human Services if you believe Cambria County has violated your privacy rights.

If you wish to file a complaint with Cambria County, you may do so in writing to Amy A. Glessner, Human Resources Director. The Human Resources Director will conduct an investigation and take appropriate action. The County will not retaliate against you for filing a complaint.