Privacy Policy Regarding Use and Disclosure of Protected Health Information

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") privacy rules require an employer to guard against misuse of an individual’s identifiable health information, and to limit the sharing of such information.

Identifiable health information is information created by or received from a health care provider that relates to an employee’s past, present or future physical or mental health condition and is accompanied by information which could be used to identify the individual, such as name, address, phone number or benefit plan participant number. This type of information is referred to as “Protected Health Information” under HIPAA. To comply with the HIPAA regulations we have taken the following steps:

♦ The district has designated its’ Business Manager as the privacy officer, to ensure that HIPAA privacy procedures are adopted and followed;

♦ The district has developed this HIPAA privacy policy, which limits access to protected health information to those employees who are authorized to receive health information in order to administer the group health plan and to manage the flexible benefits program.

♦ The district has developed criteria to limit request for disclosure of health information to the minimum needed for the purpose of the request, and review each such request in accordance with those criteria. Requests for disclosure of protected health information may be needed to assist employees with insurance-related inquiries.

♦ The district will train employees who handle protected health information so they understand and abide by these privacy procedures. We will prevent use of protected information in employment decisions.

♦ The district will secure stored health information so that it is not readily available to persons who do not have a business purpose to see it.

♦ If you believe that your privacy rights have been violated, you may file a written complaint with our Privacy Officer, Valley City Public School District #2, 460 Central Avenue North, Valley City, ND 58072. 701-845-0483.

♦ You also have the right to complain to the U.S. Secretary of Health and Human Services, 200 Independence Avenue SW, Washington, DC 20201. 202-619-0257 or 1-877-696-6775. You will not be retaliated against for filing a complaint.