

**Kenyon-Wanamingo Public Schools
Independent School District #2172
Wanamingo, Minnesota**

Adopted: 7/28/2003

4.43 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. To comply with these regulations, we have taken the following steps:

1. Designated a senior manager (Business Manager) to see that HIPAA privacy procedures are adopted and followed.
2. Developed this HIPAA privacy policy, which limits access to health information to those employees who manage the flexible benefits program or process flex claims. This policy also allows flexible benefits participants to see and amend their health-related records (typically this refers to claim forms and the third party statements submitted with claim forms). This policy does not affect the flex plan rules for modifying flex elections.
3. Notified affected employees of the HIPAA privacy policy through distribution of this policy.
4. Developed criteria to limit requests 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 health information may be needed for processing of flex claims. We must be able to determine the date the expense was incurred, for whom it was incurred, and the nature of the expense.
5. Trained employees who handle health information so they understand the procedures and prevent use of that information in employment decisions.
6. Secured health information so that it is not readily available to persons who do not need to see it.