

## **Health Insurance, Portability, Accountability Act**

### ***Background***

Central Rivers AEA intends to comply with the provisions in the Health Insurance Portability and Accountability Act (HIPAA). To comply with the provisions of HIPAA, CRAEA will conduct an annual review and training of the provisions included in the law, specifically the definition of Personal Health Information, and the repercussions for unlawfully disclosing the information.

### ***HIPAA Compliance Officer***

The Assistant Chief Administrator/Director of Human Resources will serve as the compliance coordinator for the agency in the monitoring of the requirements of the law and the person appointed in the agency to hear complaints surrounding the implementation of the law. The Information Technology Manager will serve as the officer responsible for determining the agency's electronic systems are secure and will reasonably protect the rights of employees and or recipients of health care.

### ***Grievance Procedure***

An employee that believes that his or her rights under the law have been violated may use the Grievance Process/Complaint Procedure outlined in Board Policy at 404.4. That process will serve as the agency's forum to address employee claims arising out of HIPAA. Those affected outside of the agency may submit a letter to Compliance officer specifying the basis for the claim and the agency will review the claim to determine what if any violation has occurred.

### ***Training***

Employees that have access to personal health information either in the fulfillment of the Personnel function or in the capacity of a Healthcare provider or payer, will be provided training about the HIPAA requirements and the possible discipline that could result from unlawful disclosure or use of the information.

### ***Notice***

Employees will be provided annual notice of the rights accorded employees under the HIPAA. If an employee requests the information be provided to an entity other than those that can lawfully receive information, the employee will file a waiver.

### ***Discipline***

Employees, who disclose the information intentionally in disregard of the HIPAA provisions will be subject to discipline in the agency. The discipline will be based upon the situation and can include written reprimand up to and including termination.

### ***Business Associate Agreement***

Central Rivers AEA will ensure that business associates that need access to protected information to carry out the responsibilities of the agency will keep such protected information confidential.

Adopted: 11-05-03  
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