

WELLINGTON EXEMPTED VILLAGE SCHOOL DISTRICT

HIPAA PRIVACY RULES

(Health Insurance Portability and Accountability Act)

The HIPAA Privacy Rule was enacted in 1996 to protect the privacy of an individual's health information. The full Notice of Privacy Practices is available in the Treasurer's office and explains in detail your rights under HIPAA's privacy rules.

Generally, the Wellington Schools Health Insurance Administrator is permitted to use or disclose your protected health information without your permission or authorization **only** for purposes relating to administering the medical, dental or health care plans of the employee. Any other use or disclosure of your protected health information requires **written authorization** from you, the employee.

You have the right to review and obtain copies of your protected health information.

Under HIPAA privacy rules, authorization forms are required from you in order for your Protected Health Information (PHI) to be released to any other individual, such as a family member, close personal friend or other person whom you wish to identify. These authorization forms are available in the Treasurer's Office and are valid for one year from the date of submission. You may elect to complete this authorization form at any time.

If you or your dependent(s) have any questions about these privacy rules, please contact the Treasurer's office at 440-647-4695 or Lake Erie Regional Council at 440-324-5777.