

## RICHLAND TOWNSHIP

### Compliance with HIPAA Privacy Regulations Employee Health, Dental, and Vision Plans Effective Date of Notice: October 1, 2021

Richland Township 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 Richland Township 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 that Richland Township's compliance with HIPAA privacy rules. Richland Township Administration 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, Richland Township Administration makes the following commitments to administer the health, dental, and vision plans:

1. Administration 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. Richland Township will not use or inappropriately disclose any PHI, except as required to perform its responsibilities as Plan Sponsor or required by law.
3. Richland Township will not use or disclose PHI in any function that is unrelated to the administration of the employee health, dental, and vision plans.
4. Richland Township will make PHI available to the individual plan member, if requested.
5. Richland Township, 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. Richland Township 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 Administration to utilize your PHI, please notify Administration in writing by completing the Opt Out Form attached and returning the form to the Administration office.
8. Richland Township reserves the right to change this Notice and to make the new Notice provisions effective for all PHI that it maintains. If the Township revises its Notice in any substantive manner, the Township 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 Bryan Beppler, Executive Director @ (814) 266-2922, and to the Secretary of the United States Department of Health and Human Services if you believe Richland Township has violated your privacy rights.

If you wish to file a complaint with Richland Township, you may do so in writing to Bryan Beppler, Executive Director. The Executive Director will conduct an investigation and take appropriate action. Richland Township will not retaliate against you for filing a complaint.