NOTICE OF PRIVACY PRACTICES
HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) contains provisions that health insurers must take to ensure that the privacy of health issues are safeguarded for employees. Ridley School District regulates health issue privacy for all district employees’ records and information.

All personnel records, which include medical data, prescription information, pre-existing health conditions, and flexible spending accounts are kept securely locked at all times. Access to these records is limited to district personnel who manage medical and payroll activities.

Electronic submissions that would include additions, deletions, changes for medical, prescription, dental and vision care, as well as flexible spending accounts are done through internet access using a secure user name and password, which is also kept confidential. The Benefits Coordinator transmits information related to these areas.

Social security numbers and birth dates should be kept confidential and used only for the purposes of:
1. emergency situations,
2. obtaining information for the individual employee,
3. ensuring proper credentials and clearances,
4. answering the demands of a subpoena,
5. averting a serious threat to health or safety, or
6. efficiently managing individual employee programs (e.g. worker’s compensation).

Employee, or dependent, medical claims and situations are not openly discussed. Any paper documentation is kept securely locked in each individual’s business office personnel file.

An employee may authorize the release of confidential health information. The employee must complete the "Authorization to Disclose Health Information" form. An employee may revoke the authorization provided that the revocation is in writing at any time prior to Ridley School District’s compliance with the request. Any written revocation must include name, address, telephone number, date of the original authorization, and signature. The revocation must be sent it to:

Ridley School District
Attention: Privacy Officer

Information used or disclosed pursuant to an authorization request may be subject to further disclosure by the recipient listed by the employee. In that case, the authorized information will no longer be protected by the Ridley School District under HIPAA.
Employee health information should not be used as a criterion for employment. Employees are not required to sign an authorization form and Ridley School District may not condition treatment (e.g. payment, enrollment in a health plan, or eligibility for benefits) on execution of an authorization.

Only individuals involved with handling medical benefits or claims’ questions are permitted to discuss employees’ absences, reasons for these absences, or information pertaining to employees’ medical conditions. Information regarding absences will be released on an individual basis to the designated employee for resolution only after a signed authorization to release Personal Health Information (PHI) has been signed by the employee.

All medical documentation submitted to the District should be placed in a sealed, confidential envelope and addressed to the attention of the District Personnel Administrator. Any mail that is not addressed to a specific person and has a return address of a medical nature should be submitted to the Benefits Coordinator. Individuals that serve in the capacity of Privacy Officers for HIPAA in the Ridley School District are:

1. Benefits Coordinator,
2. Business Manager, and
3. District Personnel Administrator.