


<p>Employee Group Insurance Program Administrative Manual</p> 	<p>HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)</p>	<p>400</p>
	<p>EFFECTIVE DATE: APRIL 14, 2003</p>	
	<p>REVISION DATE:</p>	
	<p>PURPOSE: To establish guidelines for ensuring the confidentiality of health and medical information that complies with the HIPAA Privacy Standards</p>	
	<p>SCOPE: All staff of the Office of Employee Group Insurance (EGI), and employees of The University of Texas (U.T.) System Administration and U.T. component benefit offices who perform group insurance functions on behalf of EGI</p>	
<p>STATUTORY AND ADMINISTRATIVE REFERENCES: 45 C.F.R. §160 and §164</p>		

1.0 Background

The Health Insurance Portability and Accountability Act (HIPAA) is a federal statute originally passed in 1996. Effective April 14, 2003, mandatory provisions go into effect to protect the confidentiality of Employee Group Insurance Program participants' health information. Relevant policies, procedures and forms have been prepared. Also, training has been conducted for staff at EGI, U.T. System Administration, and U.T. component benefit offices who perform group health insurance functions on behalf of EGI.

2.0 Direct Link to HIPAA Information

Click here www.utsystem.edu/egi/hipaa to link directly to the following HIPAA documents:

- **The University of Texas System Administration HIPAA Privacy Compliance Manual**
 - Policy 1: Introduction & Definitions
 - Policy 2: Organization of EGI for HIPAA Privacy Standard Compliance Purposes
 - Policy 3: Director and Contact Person
 - Policy 4: PHI Requests, Access, Uses and Disclosures
 - ▣ Section 4.1: Requests for PHI by EGI

- Section 4.2: The EGI Hybrid Entity; Access to PHI
- Section 4.3: Uses and Disclosures Required by Law
- Section 4.4: Discretionary Uses and Disclosures Without An Authorization
- Section 4.5: Conducting Underwriting Activities
- Section 4.6: Research Disclosures and Uses
- Section 4.7: Making Notification Disclosures
- Section 4.8: Review of Requests for Use or Disclosure Requiring Approval by the Privacy Officer
- Section 4.9: Minimum Necessary Standard for Uses and Disclosures of PHI
- Section 4.10: Verification of Requestor's Identity and Authority
- Section 4.11: Obtaining and Relying Upon an Authorization
- Section 4.12: Personal Representatives
- Section 4.13: De-identified Information
- Section 4.14: Documentation of Disclosures
- Policy 5: EGI as a Plan Sponsor
- Policy 6: Relationships With Other Entities
 - Section 6.1: Business Associates
 - Section 6.2: Carriers Providing Group Health Plan Coverage
 - Section 6.3: Agreements With Recipients of a Limited Data Set
- Policy 7: Individual Rights
 - Section 7.1: Notice of Individual Rights Concerning PHI
 - Section 7.2: Right to Access Protected Health Information
 - Section 7.3: Requests to Amend PHI
 - Section 7.4: Right to Receive Accounting of Disclosures
 - Section 7.5: Requests for Restrictions on Use and Disclosure

- Section 7.6: Requests for Confidential Communications
- Section 7.7: Right to Make Complaints
- Policy 8: Ensuring Privacy Compliance
 - Section 8.1: Cooperation With the Secretary's Investigation
 - Section 8.2: Training
 - Section 8.3: Safeguarding Protected Health Information
 - Section 8.4: Mitigation of Known Privacy Violations
 - Section 8.5: Sanctions for Personnel Violations of Privacy
- Policy 9: Documentation
 - Section 9.1: Changes to Privacy Policies and Procedures
 - Section 9.2: Retention of Privacy Documentation
- **APPENDIX**
 - UT SELECT, UT DENTAL SELECT AND UT FLEX Notice of Privacy Practices
 - General Authorization Form
 - Staff Assistance Authorization Form
 - Request for Access
 - Request for Accounting
 - Request for Amendment
 - Request for Confidential Communications of Medical Information
 - Request for Restriction
 - Revocation of Authorization
 - Complaint Form
 - Disclosure Log