

**EMPLOYEE GROUP INSURANCE  
TREATMENT OF PROTECTED HEALTH INFORMATION**

<b>Policy 8: Ensuring Privacy Compliance</b>	<b>Page: 1 of 1</b>
<b>Effective Date:</b> April 14, 2003	

**POLICY**

The HIPAA Privacy Standards require EGI to cooperate with privacy investigations initiated by the Secretary. In addition, EGI shall implement certain procedures designed to ensure EGI's compliance with the HIPAA Privacy Standards, including training workforce members regarding the provisions of this Manual, safeguarding PHI maintained by EGI, and responding adequately to discovered privacy violations.

This Policy 8 consists of the following Sections:

- 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