

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

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POLICY

Not only do the HIPAA Privacy Standards require EGI to maintain the policies and procedures set forth in this Manual, but they also require EGI to follow certain guidelines in order to revise any such policies and procedures and to document EGI's compliance with such policies and procedures.

This Policy 9 consists of the following Sections:

Section 9.1: Changes to Privacy Policies and Procedures

Section 9.2: Retention of Privacy Documentation