

Office of Employee
Benefits

Administrative Manual



**HEALTH INSURANCE PORTABILITY
AND ACCOUNTABILITY ACT (HIPAA)**

400

EFFECTIVE DATE: APRIL 14, 2003

REVISION DATE: SEPTEMBER 23, 2013

PURPOSE: To establish guidelines for ensuring the confidentiality of health and medical information that complies with the HIPAA Privacy Standards

SCOPE: All staff of the Office of Employee Benefits (OEB)

STATUTORY AND ADMINISTRATIVE REFERENCES:

Health Insurance Portability and Accountability Act (HIPAA)

Code of Federal Regulations Title 45, Part 160 and subparts A and E of Part 164

UT System Administration Breach Notification Policy, INT 165

UTS 165, Information Use & Security Policy

1.0 Background

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Standards govern the confidentiality of individuals' health information maintained in the health care system. An entity covered by the HIPAA Privacy Standards generally must comply with the following obligations: (i) Use or disclose health information only as permitted by the HIPAA Privacy Standards; (ii) limit requests, uses, and disclosures of health information to the minimum necessary; (iii) give individuals a notice of the entity's privacy practices; (iv) provide certain rights to individuals with respect to their health information; and (v) establish certain administrative procedures to ensure health information is kept confidential, such as the designation of a privacy official and the establishment of sanctions against workforce members who breach an individual's privacy rights.

The Office of Employee Benefits (OEB) houses health plans that are Covered Entities required to comply with HIPAA. The University of Texas System Administration has adopted policies

and forms that constitute official policies of System Administration, including the Office of Employee Benefits, to comply with the HIPAA Privacy Standards.

2.0 HIPAA Privacy Manual for the University of Texas System

The Office of Employee Benefits adopts and incorporates by reference The HIPAA Privacy Manual for the University of Texas System Administration, INT 166, as its policy for all purposes. Click here <http://www.utsystem.edu/offices/employee-benefits/hipaa-and-privacy> to link directly to the Manual.