

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

3.8

Effective Date: March 5, 2019

Revised Date:

Section: Support Services

Subject: HIPPA and HITECH privacy

Related Policy: 3.600 Insurance Management

I. DEFINITIONS

- HIPAA – Health Insurance Portability & Accountability Act of 1996, Public Law 104-191 and implementing regulations.
- HITECH – Health Information Technology for Economic and Clinical Health Act.
- PHI – Protected Health Information
- LEA – Local Education Agency
- Plan – State of Education Group Insurance Plan

II. PROCEDURES

- a. The LEA will comply with obligations under HIPAA and HITECH and their accompanying regulations. The LEA will shall take all appropriate measures to protect the privacy and security of the PHI it receives from members electing coverage under the Plan. Examples include not keeping forms or files containing PHI sitting in public view; left in an unsecured box or file cabinet; or left unattended in any off-site location.
- b. All LEA employees who have access to LEA insurance benefits data will complete annual HIPAA training.
- c. All LEA employees who have access to LEA insurance benefits data will safeguard the identity of its members enrolled in the Plan and shall not use or further disclose PHI other than is permitted or required by HIPAA; or as required by law.
- d. The LEA shall report to the State any unauthorized use or disclosure of PHI.
- e. The LEA shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the electronic PHI that it creates, receives, maintains, or transmits and report to the State any security incident.
- f. The LEA shall provide members with access to a copy of the HIPAA Notice of Privacy Practices brochure.

III. ATTACHMENTS

Signature on File

Jacob Sorrells, Director of Schools