

# **TEXAS ASSOCIATION OF COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL HIPAA POLICIES**

## **PARTICIPANT PRIVACY RIGHTS**

Effective Date: March 17, 2003

### **POLICY**

Texas Association of Counties Health and Employee Benefits Pool ("HEBP") acknowledges participants' privacy rights as specified in the Privacy Rule of the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, and has implemented policies and procedures to ensure these privacy rights are protected.

### **PROCEDURE**

- Participants in HEBP have the right to:
  - Receive a paper copy of the HEBP Health Plan's Notice of Privacy Practices ("Notice"), even if participant has agreed previously to receive the Notice electronically;
  - Request restrictions on the uses and disclosures of Protected Health Information ("PHI");
  - Request receipt of confidential communication by an alternative means or at an alternative location if appropriate cause is shown;
  - Access documents in the designated record set for inspection and/or copying;
  - Request to amend documents in the designated record set that are inaccurate or incomplete; and
  - Obtain an accounting of disclosures of their PHI.
- HEBP adheres to policies and procedures that were developed and implemented to ensure participant privacy rights.
- HEBP provides workforce members who perform plan administration functions with training regarding participant rights with respect to their PHI.