

MACOMB COUNTY HUMAN RESOURCES POLICY

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Health related medical information is primarily maintained by insurance carriers and contracted third party providers that provide medical plan coverage and administrative services to County employees and retirees. Macomb County does maintain limited protected health information (PHI) that relates to enrollment and health insurance premium costs.

The County will use or disclose your health information only as permitted by law, policy or contract. The County will only use or disclose health information for another purpose, when specifically authorized by an employee or retiree.

County employees and retirees have several rights regarding health information that the County maintains, outlined as follows:

The right to inspect and copy your health information:

Employees and retirees have the right to inspect and copy health information maintained by the County. Requested copies of information may incur a reasonable charge to cover expenses associated with the request. Any denial of a request will be explained in writing.

The right to amend incorrect or incomplete health information:

Employees and retirees may request a correction of health information, in writing with the reason for the correction. If the request for correction is authorized, the County will take reasonable steps to inform others of the correction. Any denial of a request will be explained in writing.

The right to an accounting of disclosures:

Employees and retirees may request an accounting of disclosures. This is a list of certain disclosures of your health information that the County has made to third parties. The request should specify a time period of no longer than six (6) years and may not include dates before April 14, 2003. The County will provide one list per twelve (12) month period free of charge. There may be a charge for additional lists.

The right to request restrictions on uses and disclosures:

Employees and retirees have the right to request a restriction on how the County uses or discloses health information to third parties for medical treatment, payment of medical claims, or management of health care operations. The County is not required to agree to such restrictions.

The right to a paper copy of this notice:

Employees and retirees may obtain a copy of this Policy.

The County is required by HIPAA to do the following:

- o To maintain the privacy and security of your PHI.
- o To notify you if a breach occurs that may have compromised the privacy or security of your PHI.
- o To provide you a copy of this Policy.
- o To not use or share your PHI other than as described here unless you tell us we can in writing.

Change to this Policy

This Policy may be amended at any time and any new Policy provisions will be effective for all health information that are maintained.

Complaints

Employees and retirees may file a complaint if there is an allegation that privacy rights have been violated. You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to, 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775 or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/. The County will not retaliate against any employee or retiree in any way for filing a complaint.

You may also file a complaint or request information in writing to either:

Human Resources and Labor Relations
1 S. Main Street, 6th Floor
Mount Clemens, MI 48043

Corporation Counsel
1 S. Main Street, 8th Floor
Mount Clemens, MI 48043


Office of County Executive

Approved: September 26, 2016