

HIPAA Privacy Requirements

TO: All Consultants and Employees

FROM: Tempus IT Staffing, LLC
Bryant & Wharton Associates

Group health plans sponsored by Tempus IT Staffing, LLC (“Tempus”) are covered entities under a new law, the Health Insurance Portability and Accountability Act (“HIPAA”). This new law requires the group health plan to take affirmative steps to protect the privacy of your health information. This notice describes what is “Protected Health Information,” how it may be used and disclosed, and limitations on your access to this information. Please review it carefully.

HIPAA PRIVACY REQUIREMENTS AND PROTECTED HEALTH INFORMATION

Tempus is required by HIPAA to maintain the privacy of individually identifiable health information created or maintained by its group health plan. This memorandum provides the following information:

- What is Protected Health Information?
- How does Tempus use and disclose Protected Health Information?
- When do I contact Bryant & Wharton for assistance?; and
- What are my privacy rights regarding Protected Health Information?

PROTECTED HEALTH INFORMATION

What is Protected Health Information?

- Protected Health Information is any individually identifiable health information created, used, or maintained by your group health plan relating to your health, to the health care provided to you, or to payment for the health care.
- For example, if you see a doctor and submit a claim for benefits, you may receive a form called an Explanation of Benefits. That form is considered Protected Health Information.
- Employment records that contain individually identifiable health information may not be Protected Health Information. These records are subject to other laws restricting their use. For example, medical information submitted to support a request for FMLA leave is not Protected Health Information.

USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

How Does Tempus Use Protected Health Information?

- Most of the health information Tempus receives is de-identified information that is not subject to HIPAA Privacy rules. This means that data received from the health plan by Tempus cannot be used to identify a particular individual.
- Tempus has delegated to Bryant & Wharton Associates the responsibility of dealing with health information that is Protected Health Information.

Who Has Access To My Protected Health Information?

- HIPAA requires the health plan to place limits on who is an authorized individual to use Protected Health Information. Tempus has designated Bryant & Wharton Associates as the only authorized individuals to use or disclose Protected Health Information.
- Bryant & Wharton Associates has received appropriate training on proper uses of Protected Health Information, and has policies and procedures in place to ensure Protected Health Information is used properly.
- If you come in contact with Protected Health Information in any form, whether the information relates to you or another employee, you should not disclose it to anyone other than to Bryant & Wharton Associates.
- If you have a question or concern about your health plan, or a claim that you have made under the health plan that involves identifiable health information about you, first you should contact your health insurance carrier at the phone number printed on your identification card. If you still have questions or concerns after contacting your carrier, you may contact Bryant & Wharton Associates at 678-740-0101 ext. 201. Do not communicate your health information to an employee of Tempus.
- If you use or disclose Protected Health Information in a manner that is not authorized or that is inconsistent with this memorandum, you could be subject to disciplinary actions, up to and including termination.

YOUR HEALTH INFORMATION RIGHTS

Your health plan may maintain records containing your personal health information. You have the following rights regarding Protected Health Information that is maintained about you:

- Access. You have the right to review or obtain copies of your Protected Health Information.
- Disclosure Accounting. You have the right to receive a list of instances in which your Protected Health Information has been disclosed for purposes other than payment, healthcare operations, or where you provided an authorization for disclosure.
- Request Restrictions. You have the right to request additional restrictions on the health plan's use or disclosure of your health information. The plan is not required to agree to these additional restrictions and may not do so in instances where, in the plan's judgment, the restrictions would materially impair its ability to perform necessary functions of administering the group health plan.
- Alternative Communications. You have the right to request in writing the plan communicate with you about your health information by alternative means or alternative locales. Your request must specify the alternative location.
- Amendments. You have the right to request amendments to your Protected Health Information records. Your written request must explain why the information should be amended. The plan may deny your request under certain circumstances.

QUESTIONS AND COMPLAINTS

If you want more information about your health plan's privacy practices or have questions or concerns, you should contact Bryant & Wharton Associates. You may request a copy of your health plan's Notice of Privacy Practices, which is prepared by your insurance provider, and more fully describes your rights respecting Protected Health Information. Tempus supports your right to the privacy of your health information and has taken the above steps to ensure that Protected Health Information is maintained in a manner consistent with the requirements of HIPAA.