

Swartz Creek Community Schools
Swartz Creek Cafeteria / Cash in Lieu of Health Plan

Notice of Medical Information Privacy Policy

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU
MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO
THIS INFORMATION.**

PLEASE REVIEW IT CAREFULLY.

As the plan sponsor of the Swartz Creek Cafeteria / Cash in Lieu of Health Plan the Swartz Creek Community School District acknowledges how important it is to maintain secure and confidential protected health information (PHI) that the Plan receives and maintains about you (and your dependents) who participate in the Plan. The Plan complies with regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which require that specific measures be taken to keep your PHI private. PHI is information about you, including demographic data that can reasonably be used to identify you and that relates to your past, present or future physical or mental health, health care provided to you or payment for health care.

In this notice, we explain how the Plan protects the privacy of your PHI and how the Plan will allow your PHI to be used and provided to others. We must follow the privacy practices described in this notice while it is in effect. This notice takes effect April 14, 2004 and will remain in effect until we replace or modify it.

The Plan reserves its right to change its privacy practices at any time, consistent with the requirements of the law. These revised practices will apply to your PHI regardless of when it was created or received. Before the Plan makes a significant change to its privacy practices, you will receive a revised notice telling you about that change.

Uses and Disclosures of PHI by the Plan

This plan does not receive, use or maintain any PHI.

Questions and Complaints

If you want more information about the Plan's privacy practices or a paper copy of this notice, please contact:

Angela Zedo, HIPPA Compliance Officer
Swartz Creek Health Plan
Swartz Creek Community Schools
8354 Cappy Lane
Swartz Creek, MI 48473
810-591-2391

If you believe that the Plan has violated your privacy rights or believe that the Plan has improperly used or disclosed your PHI, please contact:

James F. Bleau, HIPPA Privacy Officer
Swartz Creek Community Schools
8354 Cappy Lane
Swartz Creek, MI 48473
810-591-2392

You may also file a written complaint with the U.S. Department of Health and Human Services. The Plan will provide you with the Department's address to file your complaint upon request. The Plan will not take action against you if you file a complaint with the Plan or with the U.S. Department of Health and Human Services.