



Procedure Name: Health Insurance Portability and Accountability Act (HIPPA) Procedure

Related to which policy: Health Insurance Portability and Accountability Act B 6

Date Last Updated: April 2018

Specific Procedures Outline:

On an annual basis, the Human Resource Department will review the requirements of the Health Insurance Portability and Accountability (HIPPA) Act of 1996 with regard to the employee benefit or group benefit plan provided by the District and report to the Superintendent of Schools any issues with compliance.

Annual notice to employees concerning their protected health information and our relationship with third party vendors will occur.

Clarification: This most recent procedure is the one that is to be used. All prior drafts are null and void.