

# **HIPAA – Health Insurance Portability and Accountability Act**

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

## **Legal Obligations**

The Clarksville Montgomery County Employee Insurance Trust (CMCEIT) and the Clarksville Montgomery County School System (CMCSS) are required by law to maintain the privacy of all medical information within its organization; provide this notice of privacy practices to all members; inform members our legal obligations; and advise members of additional rights concerning their medical information. CMCEIT and CMCSS must follow the privacy practices contained in this notice from its effective date of April 14, 2003, and continue to do so until this notice is changed or replaced.

CMCEIT & CMCSS reserves the right to change our privacy practices and the terms of this notice at any time, provided applicable law permits the changes. Any changes made in these privacy practices will be effective for all medical information that is maintained including medical information created or received before the changes were made, and will be posted on the CMCSS website.

You may request a copy of this notice of privacy practices at any time by contacting the Employee Benefits Office at 621 Gracey Ave., Clarksville, TN 37040 (931) 920-7929.

## **Uses and Disclosures of Medical Information**

At the employee's request, the Employee Benefits Office may assist with a claim issue. Through this process the employee may be required to provide medical information that is located on the explanation of benefits (EOB). An employee's medical information will only be shared with a BCBS representative so that a claim may be processed in the correct manner.

The Employee Benefits Office will maintain copies of EOBs submitted by employees until the claim issue is resolved at which time the document will then be shredded.

## **To Request Information or File a Complaint**

If you have questions, would like additional information, or want to report a problem regarding the handling of your health information, you may contact our:

Privacy Officer, Melissa Izatt at (931) 920-7913.