

HIPAA Privacy Plan

HIPAA is an acronym for the Health Insurance Portability and Accountability Act of 1996. The Doepker Group & Time Staffing (the company) have adopted a policy that protects the privacy and confidentiality of protected health information whenever it is used by company representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to protected health information in the course of their jobs.

Protected health information generally refers to individually identifiable health information that is received by the company's group health plans or received by a health care provider, health plan or health care clearinghouse that relates to the past or present health of an individual or to payment of health care claims. Some examples of protected health information include medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

The company has designated the Benefits Coordinator as the HIPAA compliance officer. Any questions or issues should be presented to the HIPAA compliance officer.

The company, as necessary, periodically performs health insurance enrollment activities, changes in enrollment and payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits. Some of these activities may require the use or transmission of protected health information. These activities and processes will be maintained in confidence, except as authorized by the individual, as permitted by the HIPAA compliance officer, or as provided by law. Some examples of disclosures that do not qualify as protected health information include disclosure of protected health information to the individual to whom it belongs, requests by providers for treatment or payment, disclosures requested to be made to authorized parties by the individual protected health information holder, disclosures to government agencies for reporting or enforcement purposes, and to workers' compensation providers and those individuals or entities authorized by the workers' compensation providers. Information regarding whether an individual is covered by a health insurance plan for claims processing purposes may be disclosed. Finally, the company may disclose information for claims processing purposes involving workers' compensation, short or long-term disability, and medical information received to verify Americans with Disabilities Act (ADA) or Family and Medical Leave Act (FMLA) status. Contact the HIPAA compliance officer for more details as necessary.