

NORIDIAN BENEFIT PLAN ADMINISTRATORS



HIPAA and HITECH Compliance

The Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health (HITECH) Act provide specific compliance requirements for Covered Entities that transmit or maintain Protected Health Information (PHI). It is the Plan's responsibility to comply with these regulations.

This list is not exhaustive, but rather a few highlights to start you on your way to being a compliant Plan.

- Determine if you are a Covered Entity
- Appoint a Privacy Officer, Contact Person and Security Officer
- Customize and issue HIPAA Notice of Privacy Practices
- Issue Authorization for Release of PHI to Plan participants
- Complete a Privacy Manual and update as changes occur
- Identify business associates of the Plan; create and sign Business Associate Agreements
- Identify and train all staff involved in Plan Administration who have access to and would use or disclose PHI
- Review and explain standard PHI disclosures
- Review and explain process and form completion for recording complaints and notification of breaches

For more information about HIPAA compliance, visit the website below.

<http://www.hhs.gov/ocr/privacy/>

Committed To You

 **NORIDIAN**[®] *Benefit Plan Administrators*