

1478.00 HIPAA Policy

It shall be the policy of Northwestern Michigan College and any third party assisting in the administration of its employees' and/or plan members' (hereafter referred to as plan member) claims to comply with all requirements and regulations of The Health Insurance Portability and Accountability Act of 1996 (HIPAA) regarding the use and disclosure of protected health information and access to this information by plan members. The college health benefit plan has been amended to comply with the requirements described in this policy and procedure 1478.01.

Any questions about this policy and procedure 1478.01 should be directed to:

**Christine M. Keenan
Privacy Officer
Northwestern Michigan College
701 East Front Street
Traverse City, Michigan, 49686
231.995.1148**

The Director of Human Resources, with the appropriate involvement of the college Privacy Officer or designee, will provide for the development of procedures to implement this policy.

AUTHORIZATION OF STAFF POLICY

President's authorization: _____ Date authorized: _____

12/30/04

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