

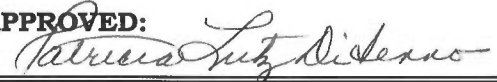
NEW CASTLE COUNTY

PERSONNEL POLICY

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SUBJECT: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

APPROVED:



OBJECTIVE: To provide a general overview of the Health Insurance Portability and Accountability Act (HIPAA) Regulations issued December 20, 2000; revised August, 2002; with a compliance date of April 14, 2003.

STATEMENT: An employee who has reason to come in contact with personal health information about an employee is to safeguard and disseminate such information on a need-to-know basis and in accordance with establish policies and procedures. Care should be taken as to the manner in which information regarding an employee's health condition is disseminated and all information should be treated in a confidential manner.

- Employees should be careful about how they use, transmit, store, and dispose of sensitive information. If an employee sees another employee treating the information casually, or carelessly, he or she should immediately take steps to suggest that they treat the information more carefully. If he or she refuses or repeatedly treats this information carelessly, the matter should be reported to the Office of Human Resources through the department general manager.
- Information may be safeguarded by:
 1. Being aware of the circumstances under which you acquire, use, transmit, store, and dispose of information.
 2. Not leaving information laying around or unattended on your desk and by securing it at night.
 3. Being sure that the information is not disclosed inadvertently to persons who have no need to see it.
 4. Thinking about ways you might be disclosing individually identifiable health information without intending to.
 5. Being careful as to how information is sent and received.

REQUIRED ACTION: All employees are responsible for compliance with this policy.