**Hancock Central School 1125**

**HIPAA POLICY**

In order to comply with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) and to assure the privacy of Hancock employee medical records, the Hancock Central School shall provide that all identifiable medical records will be maintained in a secure and confidential fashion. Medical records under this policy shall include all information relating to the BOCES Health Insurance and Dental Plans and any medical or dental health related reimbursement procedure of documents. Medical records maintained for other purposes for the personnel function are exempt from coverage under HIPAA, though it is understood that such records are also confidential in nature.

The Board shall, on a yearly basis, appoint a Privacy Officer to review procedures and practices relating to the confidentiality of employee medical records.

All employees of the Hancock Central School District who have access to covered identifiable medical records will be required to attend training regarding HIPAA regulations and will be expected to maintain such information in accordance with the regulations provided for under HIPAA and Hancock Central School District policy. Failure to do so may result in disciplinary action being taken against the employee.

Business Associate Agreements and letters of compliance will be developed and distributed in accordance with the Act.

A Notice of Compliance will be developed in accordance with the provisions of the ACT and distributed to all plan participants, posted in Hancock Central School District buildings and posted on the HCS web site.

The Superintendent is authorized to develop regulations relating to the maintenance and confidentiality of Hancock Central School District employee medical information as may be required.

Adopted: 04/15/2003