



Date of Notice: August 2007  
 Effective Date: January 1 2007  
**HIPAA NOTIFICATION**

Dear Employee:

In 2003, you may remember receiving a letter from the district about the new federal regulations that protect how your personal medical information may be used and shared with others. This letter is to reaffirm our commitment to protecting your health information and to update you on changes Katy Independent School District has made to its Benefits procedures, in order to better protect your privacy.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) established rules that employers, health plans and other organizations with access to your personal health information must follow to protect your medical information.

In addition to protecting the privacy of all participants in the Katy ISD health plan, **these rules may require changes for you or your family members covered by a health plan sponsored by Katy ISD.** For instance, HIPAA may:

- Limit the amount of assistance your Benefits representative or union representative can give you regarding your health care claims,
- Require you to verify your identity when requesting or discussing personal information with a health care provider by phone,
- Require you to complete an authorization form that would allow your spouse or another family member to access your personal health information, and
- Impose civil and/or criminal penalties on an employer or health plan who does not comply with the regulations.

HIPAA also provides you and your covered family members with certain rights, such as the right to file a complaint and request alternative means for communicating your personal health information to you.

The following is a list of key persons or offices you may need to contact to exercise your rights under the HIPAA privacy rule, described in the Privacy Notice for different benefit plans offered by Katy ISD:

	Company	US Postal Contact	Phone Contact	Website
<b>Medical Plan</b>	Aetna, Inc.	P.O. Box 14586 Lexington, KY 40512-4586	877-224-6857	www.aetna.com
<b>Prescription Drugs</b>	Caremark Inc.	P.O. Box 686005 San Antonio, TX 78268-6005	800-378-8651	www.caremark.com
<b>Flexible Spending Accounts</b>	JEM Resource Partners	4201 Bee Caves Road, Suite C-101 Austin, TX 78746	1-800-943-9179	http://jemtpa.com/Benefit sEnrollment/PublicSite/Forms/KatyISD/Forms.asp

Please read the Privacy Notice carefully so that you are aware of your rights and protections under HIPAA. If you have any questions about this Notice, please contact your Insurance/Risk Management representative at 281-396-2241.