

SPECIAL POINTS OF INTEREST:

- **Update PHI Access Form**
- **Availability of Notice of Privacy Practices**
- **Women's Health and Cancer Rights Act Annual Notice**
- **Holiday Observance**



Monthly Newsletter

Update PHI Access Form

Our PHI Access Form was developed for your use in documenting those employees or classes of employees who will be given access to Protected Health Information (PHI).

Attached is a PHI Access Form for your use in providing us with the current names or classes of employees that are allowed to receive PHI from BAS. As changes occur in your staffing, we request that you submit a revised PHI Access Form.

Please complete the form and return it within the next two weeks to the Compliance Manager at BAS' Homewood office at 17475 Jovanna Drive Suite 1B, Homewood, IL 60430 or email it to: privacyassistance@benadmsys.com or fax it to 708-799-3256.

We further request that you provide BAS with a copy of the Business Associate Agreement you have with your broker and/or consultant if you haven't done so.

Availability of Notice of Privacy Practices

The HIPAA privacy rule requires health plans to remind individuals - at least once every three years - that a Notice of Privacy Practices is available. In a FAQ, HHS reminds health plans of this requirement and provides some guidance about how to comply. The FAQ points out that the reminder to individuals can be provided in one of three ways: by sending

a copy of the Notice of Privacy Practices, by mailing a reminder that the notice is available and information on how to obtain a copy, or by including that same information in a plan-produced newsletter or other publication. Like the original Notice of Privacy Practices, a single reminder to the named insured or covered employee is effective for all covered dependents under a health plan. For a copy of the FAQ: <http://www.hhs.gov/ocr/hippa>

The three-year reminders will be due April 14, 2007 for small health plans that were required to provide their initial Notices of Privacy Practices by April 14, 2004 and have not provided a notice since then.

Women's Health and Cancer Rights Act Annual Notice

The "Women's Health and Cancer Rights Act", passed in 1998, requires health plans to provide Plan Participants with a written notice of the mastectomy provisions of the Act. An initial written notice of the coverage under the Act must be provided to Plan Participants upon enrollment and annually thereafter. Attached to this Newsletter is a sample notice that can be utilized for the initial, as well as the annual notification. This notification should, as on the case of other required notifications, be issued to Mr. & Mrs. in cases where new Plan Participants are married or active Plan Participants have their spouses covered by the Plan.

Holiday Observance

Our offices will be closed on Monday, December 25, 2006 and Monday, January 1, 2007.

*Our entire organization joins in wishing you
A very Joyous Holiday Season!
Best Wishes for a Happy, Healthy and Successful New Year!*

