

## **Notice of Privacy Practices**

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

### **Legal Obligations**

The Clarksville Montgomery County Insurance Trust (CMCIT) and the Clarksville Montgomery County School System (CMCSS) is required by law to maintain the privacy of all medical information within its organization; provide this notice of privacy practices to all members; inform members our legal obligations; and advise members of additional rights concerning their medical information. CMCIT and CMCSS must follow the privacy practices contained in this notice from its effective date of April 14, 2003, and continue to do so until this notice is changed or replaced.

CMCIT & CMCSS reserves the right to change our privacy practices and the terms of this notice at any time, provided applicable law permits the changes. Any changes made in these privacy practices will be effective for all medical information that is maintained including medical information created or received before the changes were made. All members will be notified of any changes by receiving a new notice of privacy practices.

You may request a copy of this notice of privacy practices at any time by contacting the Employee Benefits Office at 621 Gracey Ave., Clarksville, TN 37040 (931)-920-7919.

### **Uses And Disclosures of Medical Information**

At the employee's request the Employee Benefits Office may assist with a claim issue. Through this process the employee may be required to provide medical information that is located on the explanation of benefits (EOB). An employee's medical information will only be shared with a BCBS representative so that a claim may be processed in the correct manner.

The Employee Benefits Office will maintain copies of EOB's submitted by employees for one year; at this point all EOB's will be destroyed in a manner that will ensure privacy for the individual listed on the EOB.

### **To Request Information or File a Complaint**

If you have questions, would like additional information or want to report a problem regarding the handling of your health information you may contact our:

Privacy Officer, Jeanine Chester at (931) 920-7919