
PRIVACY NOTICE PROCEDURE (BEN-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process in which the Benefits Office provides notice of privacy practices for new and current employees and retirees of CMCSS.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Benefits Office

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Director

4.0 DEFINITIONS:

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 HIPAA: Health Insurance Portability and Accountability Act
- 4.3 Eligible employees/retirees: Employees/retirees who are enrolled in health insurance.

5.0 PROCEDURE:

- 5.1 New hires receive a copy of the Notice of Privacy Practices (ref. [BEN-F030](#)) from Benefits Office during New Hire In-Processing (ref [HUM-P003](#)).
- 5.2 Notice of Privacy Practices is posted on CMCSS website and is in the Employee Handbook.
- 5.3 Revisions to the Notice of Privacy Practices are sent to current eligible employees and retirees when amended.
- 5.4 A copy Notice of Privacy Practices is placed in the HIPAA Binder.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 HIPAA Regulations
- 6.2 Notice of Privacy Practices ([BEN-F030](#))
- 6.3 New Hire In-Processing ([HUM-P003](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Notice of Privacy Practices	Benefits Office, electronic	Indefinitely	N/A	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/14/04		Initial Release

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9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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