

CITY OF MILWAUKEE

Form CA-43

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March 4, 2003

Michael J. Brady
Employee Benefits Manager
Department of Employee Relations
City Hall, Room 706

Re: HIPAA Privacy Rule – City of Milwaukee Basic Health Plan

Dear Mr. Brady,

As you are aware, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) imposes requirements for the protection of individually-identifiable health information maintained by group health plans and health care providers. The Privacy Rule provisions, 45 CFR Parts 160 and 164, will take effect on April 14, 2003.

In order to implement provisions required by the Privacy Rule, we enclose the following:

1. Resolution implementing requirements of the Health Insurance Portability and Accountability Act of 1996 in connection with the City of Milwaukee's Basic Health Plan; adopting Privacy Policies and Procedures for the administration of the Plan; authorizing a Notice of Privacy Practices; designating a Privacy Official and Privacy Contact; identifying employee positions with access to protected health information; and authorizing the execution of a Business Associate Contract with Wisconsin Physicians Service Insurance Corporation.
2. Resolution implementing requirements of the Health Insurance Portability and Accountability Act of 1996 with respect to protected health information of individuals participating in the City of Milwaukee's self-funded Basic Health Plan and adopting Plan provisions relating to restrictions on the plan sponsor's use and disclosure of protected Health Information.
3. Privacy Policies and Procedures with respect to the Basic Health Plan.
4. Business Associate Agreement with Wisconsin Physicians Service Insurance Corporation.

COPY

Michael J. Brady

March 4, 2003

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The two resolutions have been introduced by title only at the March 4, 2003, Common Council meeting. Please provide us with the list of employees involved with administrative functions of the Basic Health Plan for attachment to the first resolution listed above, and we will arrange to complete the file for consideration by the Finance and Personnel Committee at its March 19, 2003 meeting.

Please call Ellen Tangen at 286-8411 with any questions in this matter.

Very truly yours,



GRANT F. LANGLEY
City Attorney



ELLEN H. TANGEN
Assistant City Attorney

Enclosures

C: Ald. Frederick G. Gordon (w/encl)
Kathleen Marquardt (w/encl)

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