

**MEMORANDUM**

OFFICE OF THE CITY ATTORNEY  
ROOM 800 – CITY HALL

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TO: Tony Zielinski

FROM: ELLEN H. TANGEN, Assistant City Attorney

DATE: March 3, 2003

RE: **Resolution for Introduction by Title Only – Common Council Meeting  
March 4, 2003**

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Please arrange for the introduction, by title only, of the following resolution at the Common Council meeting on March 4, 2003:

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.

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.

I expect to have text of the resolutions and their attachments available on Wednesday, March 5, 2003.

Please call me at 286-8411 with any questions in this matter. Thank you for your cooperation and assistance.

EHT

c: Michael J. Brady  
Frank Forbes

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