

Notice of Privacy Practices

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Distribution of Notice of Privacy Practices

The Group Health Plan and Group Health Plan components will maintain a notices of privacy practices approved by the Privacy Officer, which describes patient rights and the uses and disclosures applicable to that component.

Notices will be distributed to all enrollees of the Group Health Plan or Benefit Plans prior to the compliance date or at the time of enrollment. Notice provided to the named insured is considered sufficient for providing notice to the dependents of the enrollee. New employees who sign up for health coverage are provided the notice via US mail in conjunction with COBRA notification.

The Group Health Plan notice will be provided on an ongoing basis through a link to the notice posted on the Benefits Office website. The availability of the notice will be included in enrollment materials distributed to all staff during open enrollment. Enrollees who would like to obtain a paper copy of the notice may contact the HIPAA Privacy Office.

At least every three years, enrollees will be notified of the availability of the notice and how to obtain a copy.

Questions About the Notice

If the enrollee has additional questions, direct the patient to the Yale HIPAA Privacy Officer.

Review and Changes to the Notice

- The Notice will be reviewed periodically in concert with any changes in the privacy regulations and Group Health Plan practices. The University Privacy Officer must approve all changes to the Notice before it will become effective.
- Within 60 days of any material change to the notice, individuals then enrolled in the plan will be informed of the revised notice and how to obtain a copy.

The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.