

## NOTICE OF HEALTH INFORMATION PRACTICES

**SELF-FUNDED GROUP HEALTH PLAN #74150  
(DIVISIONS APPLICABLE TO THE UNIVERSITY OF ALABAMA)  
Administered by BlueCross and BlueShield of Alabama for Health Benefits  
Administered by OptumRx for Pharmacy Benefits**

*Effective Date of Notice: January 1, 2007  
Amended Date of Notice: September 23, 2013  
Amended Date of Notice: January 1, 2016  
Most Recent Amended Date of Notice: January 1, 2018*

**THIS NOTICE DESCRIBES HOW MEDICAL (INCLUDING PHARMACY AND WELLNESS) INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

### **Who Will Follow This Notice**

THIS NOTICE GIVES YOU INFORMATION REQUIRED BY THE HIPAA PRIVACY RULE about the duties and privacy practices of The University of Alabama SELF-FUNDED GROUP HEALTH PLAN (Group #74150, Divisions applicable to The University of Alabama), which effective January 1, 2018, now includes UA employees enrolled in the WellBAMA health screening and coaching program, to protect the privacy of your medical information in the Group Health Plan and WellBAMA. Some of the information maintained on employees participating in the WellBAMA program includes, but is not limited to, WellBAMA health screenings and health coaching, and data collected from WellBAMA participants who also participate in the Crimson Couch to 5K, Summer Slimdown, Project 180, Strive for Five, and Tobacco Free programs offered by the University's wellness program. This notice does not apply to employees or nonemployees who may participate in other wellness programs offered by the University, but who do participate in the WellBAMA Health screening and coaching program.

The Plan (specifically, the Divisions applicable to The University of Alabama, Tuscaloosa) is sponsored by The University of Alabama (the "Plan Sponsor"). The University of Alabama is a hybrid covered entity, and this Notice applies only to the Divisions of the UA Group Health Plan (which includes UA's WellBAMA program) and administrative departments at The University of Alabama or The University of Alabama System Office that may provide legal, billing, auditing, technology support, or other administrative support for these divisions of the Plan, including but not limited to The University of Alabama System Office of Counsel, The University of Alabama System Office of Internal Audit, The University of Alabama's Privacy and Security Officers, UA Human Resources and Benefits Offices and its Privacy and Security Officers, Office of Healthcare Insurance Administration, Office of Health Promotion and Wellness, and UA and UAS Risk Management. For purposes of this Notice, the Group Health Plan (including WellBAMA) and its affiliated University of Alabama and University of Alabama System Office administrative support departments, when providing administrative support for the Divisions of the UA Group Health Plan and WellBAMA program, will be referred to as the "Plan."

The Plan provides to you health benefits as described in your BlueCross and BlueShield of Alabama Summary Plan Description and pharmacy benefits as described in your OptumRx Summary Plan Description. The Plan receives and maintains your medical information in the course of providing these health, wellness, and pharmacy benefits to you. The Plan hires business associates, such as BlueCross and BlueShield of Alabama

and OptumRx, to help it provide these benefits to you. These business associates also receive and maintain your medical (including pharmacy and wellness) information in the course of assisting the Plan.

### **Our Pledge Regarding Medical Information**

The Plan understands that medical (including pharmacy and wellness) information about you and your health is personal. The Plan is committed to protecting medical information about you. This Notice will tell you about the ways in which the Plan (or its business associates, like BlueCross and BlueShield of Alabama and OptumRx) may use and disclose medical information about you. This Notice also describes your rights and certain obligations the Plan has regarding the use and disclosure of medical information about you. The Plan is required by law to:

- make sure that medical information that identifies you is kept private;
- give you this notice of the Plan's legal duties and privacy practices with respect to medical information about you;
- notify you in the case of a breach of your unsecured identifiable medical information; and
- follow the terms of the then-current version of this notice.

### **Changes To This Notice**

The Plan is required to follow the terms of this notice until it is replaced. The Plan reserves the right to change the terms of this notice at any time. If the Plan makes material changes to this notice, the Plan will, by the effective date of the material change to the notice, prominently post the change or its revised notice on our Health Benefits website at <http://hr.ua.edu/benefits/> and provide information about the material change and how to obtain the revised notice. The Plan reserves the right to make the new changes apply to all your medical information maintained by the Plan before and after the effective date of the new notice.

### **Purposes for which the Plan May Use or Disclose Your Medical Information Without Your Consent or Authorization**

The following categories describe different purposes that the Plan may use and/or disclose your medical information. Not every use or disclosure in a category will be listed specifically. However, all of the ways the Plan is permitted to use and/or disclose information will fall within one of the following categories.

- **Treatment and Treatment Alternatives.** For example, the Plan may disclose your medical information to your doctor, at the doctor's request, for your treatment by him. The Plan may notify a doctor that you have not received a covered preventive health screening that is recommended by a national institute or authoritative agency, or we may use your information to fill and dispense your prescription medication, refill your prescriptions, or alert your doctor that you are taking prescription drugs that could cause adverse reactions or interactions with other drugs. In addition, the Plan may help your doctor coordinate or arrange medical services that you need, or help your doctor find a safer or more affordable prescription drug alternative. We may use and disclose your medical information to tell you about health-related benefits or services that may be of interest to you.
- **Payment.** The Plan may use or disclose your medical information for payment purposes. Examples include to pay claims for covered health care services and to fill and dispense your prescription medications, to determine whether services are medically necessary or to otherwise pre-authorize or certify services as covered under the Plan, to provide eligibility information to health care providers, to pursue recoveries

from third parties (subrogation), or for payment activities associated with another covered health plan which provides you benefits, such as a flexible spending plan.

- *Health Care Operations*. For example, the Plan may use or disclose your medical information (i) to conduct quality assessment and improvement activities, including monitoring the performance of the pharmacists providing service to you, (ii) to perform underwriting, premium rating, or other activities relating to the creation, renewal or replacement of a contract of health insurance, (iii) to authorize business associates to perform data aggregation services, (iv) to engage in care coordination or case management, (v) to manage, plan or develop the Plan's business, including conducting or arranging for legal, billing, auditing, compliance and other administrative support functions and/or services, and (vi) to perform WellBAMA program functions. With respect to WellBAMA, we may conduct wellness and health risk assessment programs, quality assessment and improvement activities, engage in care coordination or case management and customer service. **Note: we will not use or disclose genetic information about you for underwriting purposes.**
- *Individuals Involved in Your Care or Payment for Your Care*. The Plan may release information about you to the Subscriber or WellBAMA employee, a family member, friend or other person who is involved in your medical care or payment for your medical care, and to your personal representative(s) appointed by you or designated by applicable law. For example, a caregiver can contact us to confirm that a prescription has been filled or to pick up a prescription for you, provided that person can identify certain information about you or your prescription order. State and federal law may require us to secure permission from a child age 14 or older prior to making certain disclosures of medical information to a parent. In addition, we may disclose medical information about you to an entity assisting in a disaster relief effort so that your family can be notified about your status and location.
- *Health Services*. The Plan may use and disclose your medical information to contact you and remind you to talk to your doctor about certain covered medical screenings or preventive services. The Plan may also use and disclose your medical information to tell you about treatment alternatives or other health-related benefits and services that may be of interest to you. The Plan may disclose your medical information to its business associates to assist the Plan in these activities.
- *Certain Marketing Activities*. The Plan may use medical information about you to forward promotional gifts of nominal value, to communicate with you about services offered by The Plan, to communicate with you about case management and care coordination, and to communicate with you about treatment alternatives. We do not sell your health information to any third party for their marketing activities unless you sign an authorization allowing us to do this.
- *As required by law*. The Plan will disclose medical information when required to do so by federal, state or local law. For example, the Plan must allow the U.S. Department of Health and Human Services to audit Plan records. The Plan may also disclose your medical information as authorized by and to the extent necessary to comply with workers' compensation or other similar laws.
- *To Business Associates*. The Plan may disclose your medical information to business associates the Plan hires to assist the Plan. Each business associate of the Plan must agree in writing to ensure the continuing confidentiality and security of your medical information. For example, BlueCross and BlueShield of Alabama is the Third Party Administrator for the Health Benefits and OptumRx is the Pharmacy Benefits Manager (PBM) for the Pharmacy Benefits. They are required to sign a Business Associate Agreement agreeing to comply with the HIPAA Privacy and Security Regulations and to provide appropriate safeguards to protect the privacy of your medical information. Other examples of business associates may include a copy service, consultants, accountants, lawyers and subrogation companies.

- To Plan Sponsor. The Plan may disclose to the Plan Sponsor, in summary form, claims history and other similar information. Such summary information does not disclose your name or other distinguishing characteristics. The Plan may also disclose to the Plan Sponsor the fact that you are enrolled in, or disenrolled from the Plan or from the WellBAMA program. The Plan may disclose your medical information to Designated Plan Sponsor Employees to perform customer service functions on your behalf and/or to perform administrative functions. These Designated Employees must agree to comply with HIPAA Privacy and Security Rules and they may be subject to sanctions for non-compliance. The Plan Sponsor and its Designated Employees must also agree not to use or disclose your medical information for employment-related activities or for any other benefit or benefit plans of the Plan Sponsor, except as otherwise permitted by HIPAA.

The Plan may also use and disclose your medical information as follows:

- To comply with legal proceedings, such as a court or administrative order or subpoena.
- To law enforcement officials for limited law enforcement purposes (for identification and location of fugitives, witnesses or missing persons, for suspected victims of crimes, for deaths that may have resulted from criminal conduct and for suspected crimes on the premises).
- To a government authority authorized by law to receive reports of child, elder or domestic abuse or neglect.
- For research purposes in limited circumstances.
- To a coroner or medical examiner to identify a deceased person or determine the cause of death, or to a funeral director as necessary to carry out their duties
- To an organ procurement organization in limited circumstances.
- To avert a serious threat to your health or safety or the health or safety of others.
- To a governmental agency authorized to oversee the health care system or government programs or compliance with civil rights laws.
- To federal officials for lawful intelligence, counterintelligence and other national security purposes.
- To authorized federal officials so they may provide protection to the President, other persons for whom protection is authorized or foreign heads of state or conduct special investigations.
- To public health authorities for public health purposes.
- To the FDA and to manufacturers health information relative to adverse events with respect to food, supplements, products or product defects, or post-marketing surveillance information to enable product recalls, repairs, or replacements.
- To appropriate military authorities, if you are a member of the armed forces.

### **Uses and Disclosures with Your Permission**

The Plan will not use or disclose your medical information for any other purposes unless you give the Plan your written authorization to do so. The Plan will obtain your authorization to use or disclose your psychotherapy notes (other than for uses permitted by law without your authorization); to use or disclose your health information for marketing activities not described above; and prior to selling your health information to any third party. If you give the Plan written authorization to use or disclose your medical information for a purpose that is not described in this notice, then, in most cases, you may revoke it in writing at any time. Your revocation will be effective for all your medical information the Plan maintains, except to the extent that the Plan has taken action in reliance on your authorization.

### **Your Rights**

You may make a written request to the Plan to do one or more of the following concerning your medical information that the Plan maintains:

1. Request Restrictions: To put additional restrictions on the Plan's use and disclosure of your medical information. The Plan does not have to agree to your request;

however, if the Plan agrees to comply, it will comply unless the information is needed to provide emergency treatment.

2. **Request Confidential Communications:** To communicate with you in confidence about your medical information by a different means or at a different location than the Plan is currently doing. The Plan does not have to agree to your request unless such confidential communications are necessary to avoid endangering you and your request continues to allow the Plan to collect premiums and pay claims. Your request must specify the alternative means or location to communicate with you in confidence. Even though you requested that we communicate with you in confidence, the Plan may give subscribers cost information.
3. **Inspect and Copy:** To see and get copies of your medical information. Usually, this includes enrollment, payment, claims adjudication and case or medical management records held by the Plan. In limited cases, the Plan does not have to agree to your request.
4. **Amend:** To correct your medical information if it is incorrect or incomplete. In some cases, the Plan does not have to agree to your request.
5. **Accounting:** To receive a list of disclosures of your medical information that the Plan and its business associates made for certain purposes for the last 6 years.
6. **Paper Copy of Notice:** To have the Plan send you a paper copy of this notice if you received this notice by e-mail or on the internet. (Please send request to UA Human Resources Privacy Officer). You may also obtain a copy of this Notice on the Plan's website at <http://hr.ua.edu/benefits/>.

If you want to exercise the first five rights listed above for your Health Benefits, please contact BlueCross and BlueShield of Alabama Customer Service at the number you currently use to obtain Plan benefits assistance/information. That number is located on the back of your health plan ID card. You will be provided the necessary information and forms for you to complete and return to that office, and BlueCross and BlueShield of Alabama will advise the Plan of your request. In some cases, you may be charged a nominal, cost-based fee to carry out your request. If you want to exercise the first five rights listed above for your Pharmacy Benefits, please contact OptumRx Member Services at the number on the back of your Prescription Drug Program ID card.

### **Complaints**

If you believe your privacy rights have been violated by the Plan, you have the right to complain to the Plan or to the Secretary of the U.S. Department of Health and Human Services. All complaints must be submitted in writing. You may file a complaint with the Plan by sending it to the UA Human Resources Privacy Officer at our UA Contact Office (below). We will not retaliate against you if you choose to file a complaint with the Plan or with the U.S. Department of Health and Human Services.

### **UA Contact Office**

To request additional copies of this notice or to receive more information about our privacy practices or your rights, please contact us at the following Contact Office:

Contact Office: UA Human Resources Privacy Officer

Telephone: 205-348-7733

Fax: 205-348-8755

E-mail: [hrprivacyofficer@fa.ua.edu](mailto:hrprivacyofficer@fa.ua.edu)

Address: The University of Alabama, Box 870364, Tuscaloosa, AL 35487

### **YOUR RESPONSIBILITIES FOR PROTECTING MEDICAL INFORMATION.**

As a member of the Plan, you are expected to help us safeguard your medical information (including pharmacy and wellness). For example, you are responsible for letting us know if you have a change in your address or phone number. You are also responsible for keeping your health plan and prescription drug program ID cards safe. If you have on-line access to Plan information, you are responsible for establishing a password and protecting it. If you suspect someone has tried to access your records or those of another member without approval, let us know as soon as possible so we can work with you to determine if additional precautions are needed.

## **Notice of Financial Information Practices**

The Plan is committed to maintaining the confidentiality of your personal financial information. We may collect and disclose non-public financial information about you to assist in providing your health care (including prescriptions) coverage or to help you apply for assistance from federal and state programs. Examples of personal financial information may include your:

- Name, address, phone number (if not available from a public source)
- Date of Birth
- Social security number
- Income and assets
- Premium payment history
- Bank routing/draft information (for the collection of premiums)
- Credit/debit card information (for the collection of premiums)

We do not disclose personal financial information about you (or former members) to any third party unless required or permitted by law.

We maintain physical, technical and administrative safeguards that comply with federal standards to guard your personal financial information.

## **NOTICE OF NON-DISCRIMINATION**

The University of Alabama-Group Health Plan (including the WellBAMA program) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. The University of Alabama-Group Health Plan does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

The University of Alabama-Group Health Plan

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:

- Qualified sign language interpreters
- Written information in other formats (large print, audio, accessible electronic formats, other formats)

- Provides free language services to people whose primary language is not English, such as:

- Qualified interpreters
- Information written in other languages

If you need these services, contact Dr. Marcy Huey, Executive Director for Institutional Compliance.

If you believe that The University of Alabama-Group Health Plan has failed to provide these services or discriminated in another way based on race, color, national origin, age, disability, or sex, you can file a grievance with: Dr. Marcy Huey, Executive Director for Institutional Compliance, 410 Queen City, Tuscaloosa, AL, 35401, 205-348-2334, [mhuey@fa.ua.edu](mailto:mhuey@fa.ua.edu). You can file a grievance in person or by mail, fax, or email. If

you need help filing a grievance, Dr. Marcy Huey, Executive Director for Institutional Compliance, is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services  
200 Independence Avenue, SW  
Room 509F, HHH Building  
Washington, D.C. 20201  
1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

*English.* ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 1-888-808-9008 (TTY: 1-888-221-3758).

*Spanish.* ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-888-808-9008 (TTY: 1-888-221-3758).

*Chinese.* 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電1-888-808-9008(TTY: 1-888-221-3758)。

*Korean.* 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-888-808-9008 (TTY: 1-888-221-3758)번으로 전화해 주십시오.

*Vietnamese.* CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-888-808-9008 (TTY: 1-888-221-3758).

*Arabic.* ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 1-888-808-9008 (رقم هاتف الصم والبكم: 1-888-221-3758).

*German.* ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-888-808-9008 (TTY: 1-888-221-3758).

*French.* ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-888-808-9008 (ATS : 1-888-221-3758).

*Gujarati.* સુચના: જો તમે ગુજરાતી બોલતા હો, તો નિ:શુલ્ક ભાષા સહાય સેવાઓ તમારા માટે ઉપલબ્ધ છે. ફોન કરો 1-888-808-9008 (TTY: 1-888-221-3758).

*Tagalog.* PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-888-808-9008 (TTY: 1-888-221-3758).

*Hindi.* ध्यान दें: यदि आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। 1-888-808-9008 (TTY: 1-888-221-3758) पर कॉल करें।

*Laotian.* ໂປດຊາບ: ຖ້າວ່າ ທ່ານເວົ້າພາສາ ລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສັ່ງຄ່າ, ແມ່ນມີ ພ້ອມໃຫ້ທ່ານ. ໂທ 1-888-808-9008 (TTY: 1-888-221-3758).

*Russian.* ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-888-808-9008 (TTY: 1-888-221-3758).

*Portuguese.* ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 1-888-808-9008 (TTY: 1-888-221-3758).

*Turkish.* DİKKAT: Eğer Türkçe konuşuyor iseniz, dil yardımı hizmetlerinden ücretsiz olarak yararlanabilirsiniz. 1-888-808-9008 (TTY: 1-888-221-3758). irtibat numaralarını arayın.

*Japanese.* 注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。1-888-808-9008（TTY: 1-888-221-3758）まで、お電話にてご連絡ください。