



# Edgecombe-Martin County Electric Membership Corporation

A Touchstone Energy® Cooperative 

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (“HIPAA”) PRIVACY RULES**

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND  
DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

### **NOTICE OF PRIVACY PRACTICES**

Protecting the privacy and confidentiality of information about our employees, directors, retirees, and eligible dependents (“eligible participant”) is very important. Accordingly, we strive to comply with each of the following practices:

1. We do not receive or disclose protected health information of our eligible participant for purposes unrelated to employment, eligibility for coverage, obtaining payment, complying with the law, or health oversight activities such as Medicare or Medicaid. The protected health information of any eligible participant is of superlative importance to us. Therefore, we provide this information only to our employees and third parties as required to allow them to help us provide a safe working environment, develop health care plans to fit your needs, and as required or permitted by law.
2. We work to ensure information, integrity, and security. We use technology tools and design our business practices to help ensure that the protected health information of eligible participants is properly gathered, compiled and processed. We also work to maintain the security of, internal and external, access to protected health information of eligible participants through the use of technology and our business practices.
3. We expect our employees to respect the protected health information of eligible participants. Edgecombe-Martin County EMC has business policies and practices in place to help ensure that our employees carry out these practices and otherwise protect protected health information about eligible participants. Employees are subject to disciplinary action or termination for violation of these policies.

### **PRIVACY NOTICE**

Edgecombe-Martin County EMC provides this notice to inform you about the current privacy practices and how we safeguard your information. You do not need to do anything in response to this notice.

### **Collection of Information**

As part of Edgecombe-Martin County EMC’s normal operating procedures, we obtain information to identify individuals for enrollment functions. Such nonpublic information may be collected about eligible participants including:

- Information from the eligible participant (name, address, social security number)
- Information about the eligible participants’ transactions (health history)
- Information from physicians (pre-employment/CDL physicals, drug testing); motor vehicle reports agencies.

### **Disclosure of Information**

Edgecombe-Martin County EMC may disclose the nonpublic protected health information we collect, as described above, as well as transactions (such as health history) to our employees who perform services or functions on our behalf. We may also disclose the nonpublic protected health information we collect to other third parties as authorized by you, or as required or permitted by law. Our employees will make disclosures of eligible participants nonpublic protected health information only while acting on Edgecombe-Martin County EMC’s behalf and, furthermore, will make such disclosures only as Edgecombe-Martin County EMC is permitted to make. Edgecombe-Martin County EMC nor our employees will further discuss any nonpublic protected health information about a former eligible participant of Edgecombe-Martin County EMC other than as may be required or permitted by law.

## **Confidentiality and Security**

Edgecombe-Martin County and our employees will safeguard, according to strict standards of security and confidentiality, any information we collect, maintain or disclose about Edgecombe-Martin County EMC's eligible participants. Edgecombe-Martin County EMC maintains administrative, technical, and physical safeguards to ensure the security and confidentiality of eligible participant information and records, to protect against anticipated threats or hazards to such records, and to protect against unauthorized access to or use of such information or records.

Internally, Edgecombe-Martin County EMC limits access to eligible participants' information to only those employees who need access to the information to perform their job functions. Employees who misuse information are subject to disciplinary actions. Externally, we do not disclose eligible participants' information to any third parties unless we have previously informed the eligible participant of the disclosure, have been authorized to do so by the eligible participant, or are required or permitted to make the disclosure by law or our regulators.

## **Notice of Information Practices**

In general, our Information Practices include the following: Edgecombe-Martin County EMC may obtain information about you and any other persons proposed for employment or health coverage. Some of this information will come from you and some may come from other sources. That information and other subsequent information collected by Edgecombe-Martin County EMC may in some circumstances be disclosed to third parties without your specific consent. Eligible participants have the right to review and correct the information collected about them. An Authorization Form must be signed each time information is to be obtained by Edgecombe-Martin County EMC except for the following uses and disclosures: payment, to comply with the law, and health oversight activities. You may revoke your Authorization, except to the extent Edgecombe-Martin County EMC has taken action in reliance on it, by obtaining and delivering a written Revocation Notice to the Privacy Officer. You may request additional restrictions, receive confidential communications, inspect and limited copying of your protected health information, amend your records, receive an accounting of certain disclosures, and exercise your rights through a legal personal representative. If you are concerned that your privacy rights have been violated, contact the Privacy Officer by mail or electronically or file a written complaint, either by mail or electronically, with the Secretary of the U.S. Department of Health and Human Services. Upon request the Privacy Officer will provide you with the correct address for the Secretary. If you wish to have a more detailed explanation of our information practices required, please submit a written request.

### **Effective Date and Duration of This Notice**

Effective Date: April 14, 2003

Revised: November 16, 2010 / October 21, 2013

Edgecombe-Martin County EMC may change the terms of this Notice at any time. If there are changes to this Notice, it may make the new Notice terms effective for all of your Protected Health Information that it maintains, including any information created or received prior to issuing the new Notice. If there are changes to this Notice, it will send the new Notice to you if you are eligible as of the date of the change. You may also obtain any new Notice by contacting the Privacy Officer or your benefits administrator.

This Notice does not apply to information that does not identify an individual and with respect to which there is no reasonable basis to believe that the information can be used to identify an individual. In addition, we may use or disclose "summary health information" for the purpose of obtaining premium bids, modifying, or amending the plan. Summary health information is information that summarizes claims history, claims expenses or types of claims experienced by individuals for whom we provide benefits and from which the individual identifying information, except for five-digit zip codes, has been deleted. We may also use or disclose eligibility and enrollment information without your authorization.

You may contact the Privacy Officer at:

Privacy Officer  
Edgecombe-Martin County EMC  
P.O. Box 188  
Tarboro, N.C. 27886  
Fax: (252) 563-1070  
E-mail: [privacyofficer@ememc.com](mailto:privacyofficer@ememc.com)