

# **PIOPAC Fidelity**

**Third Party Administration**

*"Security, Integrity, Trust"*

## **HIPAA PRIVACY COMPLIANCE STATEMENT**

Beginning March 17, 2003 and up through April 14, 2003, PIOPAC Fidelity will mail to all FSA Participants, Plan sponsors and/or Human Resources Director our **NOTICE OF PRIVACY PRACTICES – PROTECTED HEALTH INFORMATION**.

PIOPAC Fidelity is not a covered entity under the rules and will not provide Certification form for the plan sponsor to complete and sign.

PIOPAC Fidelity is a Business Associate of the Plan that we administer and our functions are not to modify, amend or terminate the Plan, therefore, PIOPAC Fidelity will not provide any sample or customized Plan Amendments for each Plan Sponsor.

PIOPAC Fidelity has designated Patricia M. Lum as its Privacy Official. She can be reached at telephone number (808) 792-5248 or (800) 777-0284 ext. 248.

PIOPAC Fidelity will provide a notice of our HIPAA Privacy Policy and Procedures to all Plan Sponsors and/or Human Resources Director in writing to inform you on how we safeguard your information.

PIOPAC Fidelity has just completed a HIPAA Privacy Roadmap for Employers and TPA's, an EBIA Tele-Web Seminar to ensure that necessary standards are met. Topics covered were HIPAA Privacy, Compliance, Core Requirements, and our Role as a Business Associate, Scenarios, Functions, and purpose.

PIOPAC Fidelity upon request will provide copies of PHI that we maintain and it must be in writing and signed by participant requesting access. Request forms will be available upon request after April 14, 2003. We may charge a fee for copying and postage.

PIOPAC Fidelity has procedures currently in place for handling and recording of complaints as stated in the **NOTICE OF PRIVACY PRACTICES – PROTECTED HEALTH INFORMATION**.

PIOPAC Fidelity's fiduciary responsibility because of the sensitive nature of our business requires that ongoing training be provided to ensure that our employees carry out these practices to protect personal information about our customers and are fully aware that they will be subject to censure and dismissal, or termination for violations of these policies.

• 1132 Bishop Street Suite 2101 • Honolulu, HI 96813 •  
• Phone (808) 526-0097 • Toll Free (800) 777-0284 • Fax (808) 536-0430 •

# **PIOPAC Fidelity**

## **Third Party Administration**

*"Security, Integrity, Trust"*

PIOPAC Fidelity has amended our RSA (Reimbursement Service Agreement) to include Business Associate language according to rule and will be submitted to Plan Sponsor after April 14, 2003 upon renewal of the plan.

PIOPAC Fidelity has implemented an Accounting Disclosure procedure for logging and processing. Request must be in writing and we will only provide accounting for disclosures that we are required to account for.

PIOPAC Fidelity does not enter specific claim information in our system which ensures we are not subject to the EDI rules. We also do not accept enrollment information directly from the participant and then send the information to the employer. All enrollment information is sent from agent and/or employer.

PIOPAC Fidelity does not handle any electronic health information; the security regulations will not affect oral, written or other non-electronic forms. Therefore, the HIPAA data security standards do not apply.

• 1132 Bishop Street Suite 2101 • Honolulu, HI 96813 •  
• Phone (808) 526-0097 • Toll Free (800) 777-0284 • Fax (808) 536-0430 •