

CLINTON COUNTY BOARD OF COMMISSIONERS

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RESOLUTION 2004-8 ESTABLISHING COMPLIANCE WITH HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

WHEREAS, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires covered entities offering small plans to become compliant with the applicable regulation on or before April 14, 2004, and

WHEREAS, HIPAA provides for the security of Protected Health Information (PHI) of individuals; and

WHEREAS, the Clinton County Medical Plans covering County employees, and their dependents, are hybrid covered entities that trigger a variety of HIPAA regulations; and

WHEREAS, the County has developed a booklet entitled the HIPAA Privacy Policies and Procedures and Forms; and

WHEREAS, these policies require a variety of tasks for certain staff including, but not limited to:

- Establishment of Business Associate Agreements
- Establishment of internal office practices
- Physical security of Protected Health Information records
- Establishment of procedures for the electronic transmission of Protected Health Information
- Delivery of "Notice of Privacy Practices" to covered employees
- Training of each employee who will have access to Protected Health Information

NOW, THEREFORE, BE IT RESOLVED,

- That the HIPAA Privacy Policies and Procedure Booklet dated April 14, 2004 be adopted.
- That Personnel Coordinator be appointed as HIPAA Privacy Officer.
- That Insurance Benefit Coordinator be appointed as the HIPAA Contact Person.
- That the County Administrator be authorized to take other action that may become necessary to establish and maintain HIPAA compliance.

STATE OF MICHIGAN
COUNTY OF CLINTON

I, DIANE ZUKER, Clerk of the County of Clinton do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at the regular meeting held March 30, 2004 and is on file in the records of this office.

Diane Zuker, Clinton County Clerk