



**CT TEACHERS' RETIREMENT BOARD**  
**765 ASYLUM AVENUE HARTFORD, CT 06105-2822**  
toll-free 1-800-504-1102 x8402 direct dial 1-860-241-8402

December, 2008

**PRIVATE HEALTH INFORMATION PRIVACY POLICY**

Dear Health Plan Member:

As a participating member of one or more of the Connecticut Teacher Retirement Board (TRB) health plans, you entrust us and/or our agents with certain personal information about yourself. We want you to know: 1) how we protect your privacy and your rights, and 2) our responsibilities regarding recorded information about you. This recorded information is known as **Protected Health Information (PHI)**. We will not use or disclose your **PHI** without your permission, except as described below.

- A record is made each time you visit a physician, or other healthcare provider. Typically this record is a legal document that contains your symptoms, examinations and test results, diagnoses, treatments, and plans for future care. Federal and state laws allow us to disclose the *minimum necessary* private health information (PHI) for treatment, payment, or healthcare operations.
- *For Planning Your Care and Treatment*, as documentation of care you received, and as a means of communication among the many health professionals who contribute to your care.
- *For Payment and treatment* of services you receive.
- *Verification of Services* as a means by which you can verify that services billed were actually provided.
- *For Health Care Operations* used as a tool in educating health professionals.
- *For Public Health Officials* used as a source of information charged with improving the health of the nation.
- *Legal Actions* if used to defend a legal action brought by an individual.
- *As Required by Law* for judicial and administrative proceedings pursuant to legal authority; to report information related to victims of abuse, neglect or domestic violence; and to assist law enforcement officials in their duties.
- *With Your Authorization* as a source of data for medical research or facility planning; as a tool with which we can access and continually work to improve the outcomes we achieve; to better understand who, what, when, where and why others may access your health information; and to make more informative decisions when authorizing disclosures to others.

## Private health information privacy policy

December 2008

TRB will:

- Maintain the privacy of your protected health information;
- Provide you with a notice of our legal duties and privacy practices with respect to information we collect and maintain about you;
- Abide by the terms of this notice;
- Notify you if we are unable to fulfill a request in relation to your PHI; and
- Accommodate reasonable requests you may have to communicate health information by alternative means and/or at alternative locations. For example, rather than contacting you in writing at home, you may request we contact you at work.

You have the right to:

- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR part 164.522, however, the TRB is not required to agree to a requested restriction;
- Obtain a paper copy of the notice of information practices upon request;
- Inspect and obtain a copy of your health record as provided for in 45 CFR part 164.524;
- Request that TRB amend your health record for as long as TRB maintains the record, as provided in 45 CFR part 164.526;
- Request communications of your health information by alternative means or at alternative locations;
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken; and
- Receive an accounting of disclosures or amendments made of your health information as provided by 45 CFR, part 164.528.
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We may impose a reasonable fee for:

- Copying, including cost of supplies and labor;
- Postage; and/or
- Preparing an explanation or summary of the requested PHI.

If you believe your privacy rights have been violated, you may direct your complaint to TRB by contacting:

CTRB, HIPAA Privacy Officer  
765 Asylum Avenue  
Hartford, CT 06105-2822

We may change our practices and make the new provisions effective for all PHI we maintain. Should our practices change, we will mail a revised notice to you. Except when required by law, a material change to any term of the notice may be implemented prior to the effective date of the revised notice.

Sincerely,

Darlene Perez  
HIPAA Privacy Officer