



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

12830
NPC 653
08 Apr 03

MEMORANDUM

From: Head, NAF Personnel and Benefits Branch
To: Distribution List

Subj: NAF Health Benefits Program HIPPA Privacy
Rules Information and Training

Encl: (1) Department of Defense Nonappropriated Fund
Health Benefits Program Privacy Notice
(2) Authorization to Use or Disclose Health
Information Form
(3) NAF Health Benefits Program HIPPA Privacy
Rules Training Information
(4) Verification of Completion of HIPPA Privacy
Rules Training Form

1. The Health Insurance Portability and Accountability Act of 1996 (HIPPA) was enacted by Congress. Prior to the HIPPA Privacy rules, personal health information could be used for marketing purposes and adverse personnel actions in employment.

2. Effective April 14, 2003, The HIPPA Privacy Rules laws and regulations take effect. This means that for the first time national standards have been created to protect individuals' medical records and other personal health information. This regulation provides more control, sets boundaries, and establishes safeguards regarding the use and release of health information. It also holds violators accountable by imposing civil and criminal penalties.

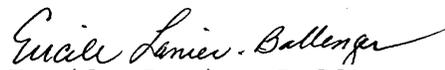
3. To comply with the HIPPA Privacy Rules, enclosure (1), Department of Defense Nonappropriated Fund Health Benefits

Program Privacy Notice must be given to all employees and posted on local boards and web sites.

4. It is a requirement that employees granting authorization to someone else to use or disclose Protected Health Information (PHI) must complete enclosure (2) which is the Authorization to Use or Disclose Health Information Form. This Authorization must be placed in the employee's OPF and can be revised or revoked at any time.

5. Enclosure (3) is the NAF Health Benefits Program HIPPA Privacy Rules Training must be completed by all authorized employees with access to protected health information. Examples of these positions are Human Resources Officer, Human Resources Specialist, Human Resources Assistant, Personnel Clerk, Personnel Specialist, Supervisory Personnel Specialist, Support Services Officer, Administrative Officer, Administrative Assistant, Management Assistant, General Clerk, Accountant, Accounting Technician, Computer Specialist, Computer Operator, Computer Assistant, and any other position that would have access to Protected Health Information. Upon completion of the NAF Health Benefits Program HIPPA Privacy Rules Training, each employee who received the training must complete the attached Verification of Completion of Training certificate (Enclosure 4). A copy of this Completion of Training certificate should be placed in the employee's OPF and a copy should be forwarded to the Commander, Navy Personnel Command (Pers-653) for retention.

6. If you have questions, please contact your local NAF personnel office or Kelly Perry at DSN 882-6709 or (901) 874-6709.


Eucile Lanier-Ballenger
Head, NAF Personnel and Benefits
Branch

Distribution List:

All NAFI Activities under the cognizance of the Bureau of Naval Personnel
All NAF Personnel Managers
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