

Under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), you have certain rights with respect to your Protected Health Information ("PHI"), including the right to know how your PHI may be used and disclosed by a group health plan.

This Notice of Privacy Practices ("Notice") covers the following self-insured health plan components (each referred to as the "Plan") of the Saint Louis University Welfare Benefit Plan:

- Medical Plan
- Health Flexible Spending Accounts (FSA)

A separate notice distributed directly by the insurer addresses the privacy practices for the insured health plan components (e.g., dental and vision).

The Plan is required by law to maintain the privacy of your PHI and to provide this Notice to you pursuant to HIPAA. This Notice describes how your PHI may be used or disclosed to carry out treatment, payment, health care operations, or for any other purposes that are permitted or required by law. This Notice also provides you with the following important information:

- Your privacy rights with respect to your PHI;
- The Plan's duties with respect to your PHI;
- Your right to file a complaint with the Plan's Privacy Officer and/or to the Secretary of the Office of Civil Rights of the U.S. Department of Health and Human Services; and
- The person or office to contact for further information about the Plan's privacy practices.

PHI is health information (including genetic information) in any form (oral, written, electronic) that:

- Is created or received by or on behalf of the Plan;
- Relates to your past, present or future physical or mental condition, or the provision of health care services to you, or the payment for those health care services; and
- Identifies you or from which there is a reasonable basis to believe the information can be used to identify you.

It is important to understand that these rules apply to the Plan, not the University. Health information the University receives in its role as an employer is not PHI. For example, health information you submit to the University to document a leave of absence under the Family and Medical Leave Act is not PHI.





The Plan may disclose your PHI when required to be

However, the Plan will not disclose information to your personal representative, if:

- It has a reasonable belief that you have been, or may be, subjected to domestic violence, abuse or neglect by the person seeking to be treated as your personal representative or



