



Storage of Claims Related PHI Procedure (BEN-P014)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process that the Risk Management Office at Washoe County School District uses to store confidential claims PHI.

2.0 RESPONSIBILITY:

- 2.1 Risk Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Risk Management Senior Technician

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 PHI – Protected Health Information
- 4.2 RM – Risk Management
- 4.3 TPA – Third Party Administrator
- 4.4 HIPAA – Health Insurance Portability and Accountability Act

5.0 PROCEDURE:

- 5.1 RM will be responsible for having the TPA box and label confidential claims PHI for the district.
- 5.2 The TPA will notify RM when there is an excess of claims PHI at the TPA site.
- 5.3 RM will have all confidential claims PHI from the TPA stored through a secured storage facility who has a business associate agreement with RM.
- 5.4 RM will contact the secured storage facility and arrange for pick-up from the TPA site.
 - 5.4.1 The secured storage facility seals the boxes from the TPA prior to storage.
 - 5.4.2 The secured storage facility will send RM a revised storage list to include all items secured at the facility.
 - 5.4.3 RM will audit the secured storage facility on a yearly basis to ensure compliance with HIPAA and the Privacy Rule.
- 5.5 The secured storage facility will retain the claims PHI in a secured fashion until RM directs them of the disposition.
 - 5.5.1 The secured storage facility will dispose of claims PHI with a HIPAA compliant shredder.
- 5.6 The storage facility updates the inventory log and forwards to Risk Management.

WASHOE COUNTY SCHOOL DISTRICT

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6.0 ASSOCIATED DOCUMENTS:

6.1 Inventory Log

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Inventory Log	Risk Management Files	1 year	Discard as desired	Standard file cabinet in secure office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/2/05	A	Initial release
5/15/07	B	Corrected typographical errors in 5.2, 5.3, and 5.6

***** End of procedure *****