

STATE OF OKLAHOMA

Office of Management and Enterprise Services (OMES)

Privacy Notice

Revised: June 1, 2014

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.

For questions or complaints regarding privacy concerns with OMES, please contact:

OMES HIPAA Privacy Officer, 3545 NW 58th St., Ste. 110, Oklahoma City, OK 73112

Telephone: 1-405-717-8701 or toll-free 1-800-543-6044

TTY/TDD 1-405-949-2281 or toll-free TTY/TDD 1-866-447-0436

<http://ok.gov/OSF/>

Why is the Notice of Privacy Practices Important?

This Notice provides important information about the practices of OMES pertaining to the way OMES gathers, uses, discloses, and manages your protected health information (PHI) and it also describes how you can access this information. PHI is health information that can be linked to a particular person by certain identifiers including, but not limited to names, social security numbers, addresses and birth dates.

Oklahoma privacy laws and the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) protect the privacy of an individual's health information. For HIPAA purposes, OMES has designated itself as a hybrid entity. This means that HIPAA only applies to areas of OMES operations involving health care, and not to all lines of service offered by OMES. This notice applies to the privacy practices of the following components included within OMES that may share or access your Protected Health Information as needed for treatment, payment and health care operations:

- The Employee Benefits Division (EBD) and the Employees Group Insurance Division (EGID) within Human Capital Management;
- The Performance and Efficiency Division as it applies to operations of the Employees Group Insurance Division;
- The Section 125 plan within the Division of Central Accounting and Reporting (DCAR);
- The Legal Division; and
- The Information Services Division (ISD) as it applies to maintenance and storage of PHI.

OMES is committed to protecting the privacy and security of your PHI as used within the components listed above.