

City of Kennewick Disability Board Member Privacy Policy

THIS NOTICE DESCRIBES HOW CLAIMS INFORMATION ABOUT YOU WILL BE HANDLED BY THE DISABILITY BOARD AND BY THE CITY OF KENNEWICK.

Purpose of this Notice: The City of Kennewick Disability Board is required by Section I, Board Membership & Duties, 1.5(d) to maintain the privacy of certain confidential health care information, known as claims, and to provide you with a notice of our privacy practices with respect to your claims information. The City of Kennewick Disability Board handles all claims from members as described in this notice.

Uses and Disclosures of Claims Information: City of Kennewick Disability Board will use claims information for the purposes of payment or reimbursement of member's claims. The following lists the steps taken to process each claim:

1. Member submits to Board on Disability Board Claim Form with insurance Explanation of Benefits and receipts (if any) in **sealed envelope**. Member may submit to Board Representative or Board Secretary.
2. Board Representatives or Board Secretary open and review claims prior to Disability Board Meeting, the first Monday of each month. After claims are reviewed they are again placed in a sealed envelope or private filing cabinet and stored by Board Representative or Board Secretary until the Board meets.
3. Disability Board consists of a Firefighter's Representative, Police Representative, two City Council Members and a member at large who meet and review each member's claim for payment or denial in accordance with the appropriate section of the Disability Board Rules and Regulations. Meeting minutes are kept and recorded by a City of Kennewick employee who is the appointed Board Secretary. Claims are then collected by the Board Secretary for processing. The Board Secretary keeps claims in a private filing system while processing.
4. The Disability Board Secretary records each member's claim in Laserfiche for Board records. All Board correspondence, meeting transcripts and tapes are kept in the private filing system and also Laserfiched for record keeping practices. These records are password protected within the system.
5. The Firefighter member's claims are then given to the City of Kennewick Firemen's Pension Board for review. The Firemen's Pension Board Secretary submits the Firefighter's claims to the City of Kennewick Finance Department for payment. The Police claims go directly from the Disability Board Secretary to the City of Kennewick Finance Department for payment processing. Claims are kept in closed file folders during each transfer.
6. After processing and member reimbursement checks are issued the Finance Department files claims information by the member's vendor number. This information is only readily available to the Finance Department and the Disability Board Secretary.

Any other use of your member claim information will only be made with your written consent or an authorization (an authorization specifically identifies the information we seek to use or disclose, as well as when and how we seek to use or disclose it). You may revoke your consent or authorization at any time, in writing, except to the extent that we have already used or disclosed medical information in reliance on that consent or authorization.

Member Rights: As a member, you have a number of rights with respect to the protection of your claims information, including:

The right to access, copy or inspect your claim information. This means you may come to our offices and request copies of your claims information that we maintain. We will normally provide you with copies of your information within thirty (30) days of your request. We may also charge you a reasonable fee for copies. In limited circumstances, we may deny you access to your claim information, and certain types of denials may be appealed. We will provide a written response if we deny you access and let you know your appeal rights. If you wish to copy your claims information, you should contact your Board Representative or the Board Secretary.

The right to request that we restrict the uses and disclosures of your claims information. You have the right to request how we restrict, how we use and disclose your claims information. City of Kennewick Disability Board is not required to agree to any restrictions you request, but any restrictions agreed to by the City of Kennewick Disability Board are binding.

Legal rights and complaints. You have the right to complain to us, or to the Department of Retirement Systems for the State of Washington if you believe your privacy rights have been violated. You will not be retaliated against in any way for filing a complaint with us or to the State. Should you have any questions, comments or complaints you may direct all inquiries to your Board Representative, the Board Secretary or the City of Kennewick Attorney's Office.

If you have questions or wish to exercise your rights in this policy, please contact:

	City of Kennewick Disability Board
	P O Box 6108
	Kennewick, WA 99336
	Att: Jim Kraft, Police Representative, 585-4223
Or	Att: Larry Rumley, Firefighter Representative, 582-8240
Or	Att: Michelle Dellinger, Board Secretary, 585-4416

If you wish to file a complaint, please contact:

City of Kennewick Attorney's Office
P O Box 6108
Kennewick, WA 99336
585-4466

Member Acknowledgement

I, _____ have received the City of Kennewick
Print name here

Disability Board Member Privacy Policy.

Signature

Date