



HIPAA PRIVACY AVAILABILITY NOTICE

WHAT: Group health plans are required to notify participants every three years of **the availability** of the privacy notice and how to obtain a copy of the notice.

Please also remember that group health plans must provide notice of the Plan's privacy practices ("privacy notice") to all new employees.

HOW: The availability notice must be "delivered" to participants, either by hand or first class mail. It can be delivered with other materials or separately. E-mail may be used only if the recipient has agreed to receive the notice electronically.

WHEN: Every three years.

SAMPLE WORDING FOR AVAILABILITY NOTICE:

Every three years, HIPAA requires Rich Township High School District 227 to notify you that a Privacy Notice is available upon request. You may obtain a copy of the Privacy Notice by contacting Human Resources at (708) 679-5741.