

Cayuga-Onondaga Area School Employees'

HEALTHCARE PLAN
1879 West Genesee Street Road
Auburn, New York 13021
(315) 253-0361

NOTICE OF AVAILABILITY OF PRIVACY PRACTICES

To all Employees/Retirees covered by the Cayuga-Onondaga Area School Employees Healthcare Plan:

If you are an employee or retiree covered under the Cayuga-Onondaga Area School Employees' Healthcare Plan we are required to provide this Notice of the availability of Privacy Practices to you pursuant to HIPAA.

The Notice of Privacy Practices (the "Notice") describes the legal obligations of the Cayuga-Onondaga Area School Employees' Healthcare Plan (the "Plan") and your legal rights regarding your protected health information held by the Plan under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Among other things, this Notice describes how your protected health information may be used or disclosed to carry out treatment, payment, or health care operations, or for any other purposes that are permitted or required by law.

The Notice of Privacy Practices for our healthcare plans is available on the web by following these steps:

Go to: **<http://www.cayboces.org>**

Click on: **FORMS under Quick Links at the bottom left of the page. You will then find the Notice of Privacy Practices under Benefits – Health Related**

A paper copy is also available, free of charge, by calling the Healthcare Clerk at your district office.