

Greetings,

We have some important Leave of Absence information to share with you regarding the protection of individuals' health information described on the health care provider's statement and the Family and Medical Leave Act (FMLA) certification forms that are required to be attached to all leave of absence request forms.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) includes, *The Standards for Privacy of Individually Identifiable Health Information* ("Privacy Rule") which establishes a set of national standards for the protection of certain health information. The U.S. Department of Health and Human Services (HHS) issued the Privacy Rule to implement the requirement of (HIPAA). The Privacy Rule standards address the use and disclosure of individuals' health information—called "protected health information" (PHI) by organizations subject to the Privacy Rule — called "covered entities." Brevard Public Schools is considered to be a "covered entity" and is required to protect the privacy of health information of individuals, meaning our employees.

In order to fully protect an employee's health information, please send the health care provider's statement and FMLA certifications **ONLY** to your leave specialist at the Office of Compensation and Benefits.

If you have any questions, just give your district leave of absence specialist a call, or contact me anytime. We are always happy to help.

Thank you for your cooperation,

Sincerely,

Karen Maltese- Leave Supervisor 321-633-1000 ext 258

Florencia Cardona- Leave Specialist 321-633-1000 ext 219

Bernice Johnson- Leave Specialist 321-633-1000 ext 263

Maria Perez -Leave Specialist Accounts Receivable 321-633-1000 ext 248

