



Release of PHI to Legal Counsel Procedure (BEN-P012)

1.0 SCOPE:

- 1.1 This procedure describes the process in which Risk Management will release PHI to the Districts General Counsel, Investigators, and the Legal Secretary at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Risk Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Risk Manager

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 RM – Risk Management
- 4.2 PHI – Protected Health Information

5.0 PROCEDURE:

- 5.1 Employees who work in the Legal Department will have access to PHI to the extent necessary to:
 - 5.1.1 Respond to;
 - 5.1.2 Defend against; and
 - 5.1.3 Provide necessary information to outside counsel for responding to and defending against, Lawsuits by Plan participants against the Plan and/or the Plan sponsor; or
 - 5.1.4 Other lawsuits that also require benefits information or PHI; or
 - 5.1.5 To the extent necessary to enforce subrogation provisions in the Plan.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 BEN-M001 – Plan Amendment to allow WCSD to Obtain PHI form the Group Health Plan
- 6.2 BEN-P017 – Benefit Training on PHI Procedure

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None	None	None	None	None

WASHOE COUNTY SCHOOL DISTRICT

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/2/05	A	Initial release
5/15/07	B	Renamed procedure identified in 6.2.

***** End of procedure *****