



JEB BUSH
GOVERNOR

TERRY F. WHITE
SECRETARY

MEMORANDUM

TO: Area Agency on Aging Directors **NOTICE #:** 041103-1-I-CFM

FROM: Susan M. Tucker
Deputy Secretary

DATE: April 10, 2003

SUBJECT: Notice of Instruction: HIPAA Requirements

The Division of Administrative Services will be sending out information regarding our compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Department's Privacy Notice and Policies can be viewed on our Web site at <http://elderaffairs.state.fl.us/doea/english/hipaa.html>.

Many of the HIPAA requirements will require adjustments to your current business practices. For example, after April 14, 2003, a required timed screen saver function will be enabled on our DOEA/AAA network to enhance secure access. Some information and/or reports may no longer be available to some users. Also, volunteers for the **Serving Health Insurance Needs of Elders (SHINE)** will be receiving an information package containing updated confidentiality statements.

Because of the timely nature of many of these requests, we may not be able to always use the normal notification protocols established by the Department. This Notice of Instruction (NOI) is therefore a blanket NOI approach that encompasses future HIPAA related information and directives disseminated by the Division of Administrative Services. We will work to assure that you are promptly notified of any changes or updates that may directly affect your Agency.

Please contact Peggy Ball, Director, of the Division of Administrative Services for more information, 850-414-2011, SC 994-2011 or ballpl@elderaffairs.org.

CC: Senior Managers, Contract Managers DOEA

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