

NOTICE OF PRIVACY PRACTICES OF THE C&MA HEALTH PLAN
(SHORTER VERSION)

Summary of Notice of Privacy Practices

The Christian and Missionary Alliance Health Plan (“the Plan”) by law is required to provide you with a copy of the attached Notice of Privacy Practices (“Notice”).

THE NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED BY THE PLAN AND HOW YOU CAN GET ACCESS TO YOUR INFORMATION. PLEASE REVIEW IT CAREFULLY.

How the Plan Will Use Your Information

The Plan may use, share or disclose the personal health information they create, receive or maintain about you (“protected health information”) to pay medical benefits, operate the plan, or for treatment by a health care provider. In addition, the Plan may use or disclose your information in other special circumstances described in the Notice. For any other purpose, the Plan will require your written authorization for the use or disclosure of your protected health information.

Your Individual Rights

You have the right to:

- inspect and copy certain of your protected health information
- request an amendment of the information
- request restrictions on the use and disclosure of the information
- request that communications be made to you through alternate means or at an alternative location
- obtain an accounting of the information that the Plan has disclosed for reasons other than treatment, payment, health care operations, required or authorized disclosures

There are certain limitations on these rights as explained in the Notice.

Questions and Complaints

For more information about the Plan’s privacy practices, to exercise your rights or to address concerns about how the Plan is handling your protected health information, please contact:

**Manager of the Office of Employee Benefits
The C&MA Health Plan Office of Employee Benefits
P.O. Box 35690 Colorado Springs, CO 80935-3569
800-700-2651 or 719-599-5999 x8102 E-mail: benefits@cmalliance.org**

The Plan reserves the right to change the terms of this Notice and its information practices and to make the new provisions effective for all protected health information it maintains. We will provide you with any amended Notices.