

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: BCBS Exhibit 3 – Disclosure of Protected Health Information for Plan Administration
REQUESTED ACTION: Board Approval of the BCBS Exhibit 3

Work Session (Report Only) **DATE OF MEETING:** July 26, 2011
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: BCBS of Florida, Inc.
Termination Date: _____
Managing Division / Dept: Support Services/Risk Management

BUDGET IMPACT: _____
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:
The BCBS Exhibit 3 – Disclosure of Protected Health Information for Plan Administration is required to remove and add authorized names of employees and representatives that have recently changed. This document authorizes the release of Protected Health Information to those listed and approved by the BOCC for the purpose of carrying out county business related to employee benefits.

The BCBS Exhibit 3 approved June 22, 2010, is attached along with the revised document being presented for approval now. Additional revisions to the BCBS Exhibit 3 will be required after October 1, 2011.

**EXHIBIT 3— DISCLOSURE OF PROTECTED HEALTH INFORMATION
FOR PLAN ADMINISTRATION**

**BlueCross and BlueShield of Florida, Inc. and Sumter County Board of County
Commissioners**

Group Health Plan (“GHP”) must promptly notify Administrator in writing if any of the information contained in EXHIBIT 3 changes.

PART I

Name(s) and Title(s) of Employer representatives (i.e. employees of Employer) authorized to request and receive the minimum necessary Protected Health Information from Administrator:

<u>Bradley Arnold</u>	<u>County Administrator</u>
<u>Kitty Fields</u>	<u>Employee & Administrative Services Manager</u>
<u>Art Bisner</u>	<u>Financial Services Manager</u>
<u>Pamela Webb</u>	<u>Employee Services Specialist</u>
<u>Rebecca Moreno</u>	<u>Employee Services Specialist</u>
<u>Amanda Taylor</u>	<u>Procurement Specialist</u>
<u>Lita Hart (through 9/30/2011)</u>	<u>Risk Manager</u>

for the performance of the following plan administration functions for GHP unless otherwise indicated by GHP:

- Actuarial and statistical analysis
- Claims/membership inquiries
- Procurement of reinsurance or stop loss coverage
- Quality assessment and improvement activities
- Performance monitoring
- Other health care operations
- Payment activities

PART II

Identify the name(s), title(s) and company name(s) of any individual(s) from organizations other than Employer or Group Health Plan (“GHP”) (examples of such “GHP Vendor” types of services include, but are not limited to, stop-loss carriers; reinsurers; agents, brokers or consultants; or external auditors) that Employer or GHP hereby authorizes to request and receive the minimum necessary Protected Health Information to perform plan administration functions and/or assist with the procurement of reinsurance or stop-loss coverage:

Company Name	Type of Service Performed (Example: stop-loss carrier, reinsurer, agent, broker)	Name of Individual Performing Service	Title of Individual Performing Service
Brown & Brown	Agent/Broker (thru 9/30/11)	Scott Hindman	Sr. VP/Account Exec
Brown & Brown	Agent/Broker (thru 9/30/11)	Becky Frost	Benefits Manager
Brown & Brown	Agent/Broker (thru 9/30/11)	Donna Hosier	Benefits Account Manager
Brown & Brown	Agent/Broker (thru 9/30/11)	Lisa Hawkins	Benefits Account Manager
Brown & Brown	Agent/Broker (thru 9/30/11)	Amber West	Benefits Account Manager
Brown & Brown	Agent/Broker (thru 9/30/11)	Ray Bailey	VP of Financing/ Operations Manager
Carr, Riggs & Ingram, LLC	Auditing	Martha LaTour	Auditor
Infinity Software Solutions	Online Benefit Enrollment / Automated Billing Service	Jeff Torczon	Principal
Infinity Software Solutions	Online Benefit Enrollment / Automated Billing Service	Bill Yeager	Account Development
Infinity Software Solutions	Online Benefit Enrollment / Automated Billing Service	John Austin	Director of Account Management

Infinity Software Solutions	Online Benefit Enrollment / Automated Billing Service	Jesse Bishop	Account Executive
Infinity Software Solutions	Online Benefit Enrollment / Automated Billing Service	Maria Olavarria	Account Executive
Symetra Life Ins. Company	Stop Loss Carrier	Lourdes Cabrera	Group Excess Loss Claims Examiner
Symetra Life Ins. Company	Stop Loss Carrier	Eric Hicks	Underwriting Regional Group Manager
Symetra Life Ins. Company	Stop Loss Carrier	Murphy Head	Underwriting Regional Group Manager
Willis of Florida, Inc.	Benefit Consultant/Broker	Jim Powell	Sr. VP Employee Benefits
Willis of Florida, Inc.	Benefit Consultant/Broker	Kathleen Gamson	Sr. Client Manager, Human Capital Practice
Willis of Florida, Inc.	Benefit Consultant/Broker and Actuarial Services	Dennis Dehaney	Actuary, Senior Financial Account Executive
Wakely Consulting	Actuarial Services	Alison Poole	Actuary

To be signed and dated by a representative of the GHP who has the authority to sign contracts.

Don Burgess

Print Name

Chairman

Title

Signature

July 26, 2011

Date updated and signed

**EXHIBIT TO HIPAA-AS ADDENDUM TO ADMINISTRATIVE SERVICES AGREEMENT
DISCLOSURE OF PROTECTED HEALTH INFORMATION
FOR PLAN ADMINISTRATION**

Group Health Plan (“GHP”) must promptly notify Administrator in writing if any of the information contained in this document changes.

PART 1

Name(s) and Title(s) of Employer representatives (i.e. employees of Employer) authorized to request and receive the minimum necessary Protected Health Information from Administrator:

Name	Title
Bradley Arnold	County Administrator
Sandra Howell	Assistant County Administrator
Lita Hart	Risk Manager
Carolyn Young	Employee Benefits Specialist
Pamela Webb	Risk Management Specialist

for the performance of the following plan administration functions for GHP unless otherwise indicated by GHP:

- Actuarial and statistical analysis
- Claims/membership inquiries
- Procurement of reinsurance or stop loss coverage
- Quality assessment and improvement activities
- Performance monitoring
- Other health care operations

PART 2

Identify the name(s), title(s) and company name(s) of any individual(s) from organizations other than Employer or Group Health Plan (“GHP”) (examples of such “GHP Vendor” types of services include, but are not limited to, stop-loss carriers; reinsurers; agents, brokers or consultants; or external auditors) that Employer or GHP hereby authorizes to request and receive the minimum necessary Protected Health Information to perform plan administration functions and/or assist with the procurement of reinsurance or stop-loss coverage:

Company Name	Type of Service Performed (Example: stop-loss carrier, reinsurer, agent, broker)	Name of Individual Performing Service	Title of Individual Performing Service
Wakely Consulting	Actuary	Alison Pool	Actuary
Symetra Life Ins. Co	Stop Loss Carrier	Lourdes Cabrera	Group Excess Loss Claims Examiner
Symetra Life Ins. Co	Stop Loss Carrier	Murphy Head	Group Excess Loss Claims Examiner
Carr, Riggs & Ingram, LLC	Auditing	Martha LaTour	Auditor
Brown & Brown Ins.	Agent/Broker	Brian Brooks	Profit Center Leader/Executive Vice President
Brown & Brown Ins.	Agent/Broker	Travis Childers	Producer
Brown & Brown Ins.	Agent/Broker	Becky Frost	Benefits Manager
Brown & Brown Ins.	Agent/Broker	Donna Hosier	Benefits Implementation Coordinator
Brown & Brown Ins.	Agent/Broker	Ray Bailey	Operations Leader/Vice President of Financing
Brown & Brown Ins.	Agent/Broker	Lisa Hawkins	Benefits Account Manager
Brown & Brown Ins.	Agent/Broker	Amber See	Benefits Account Manager
Brown & Brown Ins.	Agent/Broker	Ruby Huerta	Benefits Account Manager
Brown & Brown Ins.	Agent/Broker	Scott Hindman	Sr. Vice President/Account Executive
Infinity Software Solutions/Benewise	Online Benefit Enrollment and Automated Billing Svcs	Maria Olavarria	Account Executive
Infinity Software Solutions/Benewise	Online Benefit Enrollment and Automated Billing Svcs	Anne Cowley	Account Manager
Infinity Software Solutions/Benewise	Online Benefit Enrollment and Automated Billing Svcs	John Austin	Director of Account Management
Infinity Software Solutions/Benewise	Online Benefit Enrollment and Automated Billing Svcs	Bill Yeager	Account Development
Infinity Software Solutions/Benewise	Online Benefit Enrollment and Automated Billing Svcs	Jeff Torczon	Principal
Milliman	Actuary	Stephanie Noonan	Actuarial Consultant
Milliman	Actuary	Sebastian Jaramillo	Actuarial Associate

To be signed and dated by a representative of the GHP who has the authority to sign contracts.

DOUG GILPIN

CHAIRMAN

Print Name

Title

Signature

JUN 22 2010

Date updated and signed

Name of Company/Group: Sumter County Board of County Commissioners