

DMA ADMINISTRATIVE LETTER NO: 20-03 ADDENDUM ONE, HIPAA Notice of Privacy Practice Within DMA Handbooks

DATE: FEBRUARY 17, 2004

SUBJECT: Health Insurance Portability and Accountability Act
of 1996 (HIPAA) Notice of Privacy Practices
Notices within the DMA Handbooks

DISTRIBUTION: County Directors of Social Services
Medicaid Supervisors
Medicaid Caseworkers

I. BACKGROUND

The [DMA-2188, Notice of Privacy Practices](#), is required to be provided to all Medicaid applicants and recipients whether they apply in person at the agency or by mail-in application. Currently a DMA-2188 must be provided by the DSS agency at the time a face-to-face interview is completed. The state mails the DMA-2188 to those who complete a mail-in application under MIC and to individuals receiving MAA, MAB, and MAD if the SSI indicator is "Y".

The purpose of this letter is to provide information concerning the HIPAA notice that is now included in the DMA Handbooks. They are: *A Consumer's Guide to North Carolina Medicaid Health Insurance Programs for Families and Children*, *A Consumer's Guide to North Carolina Medicaid Health Insurance Programs for the Aged, Blind, and Disabled*, and *A Consumer's Guide to Medicare Savings Programs Within North Carolina Medicaid*.

II. MEDICAID HANDBOOKS REVISION

A. If you have a supply of the older handbooks, you must continue to provide the DMA-2188, Notice of Privacy Practices. You must continue to use the older handbooks until the supply is depleted. When you order handbooks from DMA, the older supply will be sent to you until that supply is depleted.

B. If you have updated handbooks with the privacy notice, do not give the a/r the DMA-2188, Notice of Privacy Practices. Give them the handbook. Versions with the HIPAA privacy notice are dated on the back of the book as follows:

1. *A Consumer's Guide to North Carolina Medicaid Health Insurance Programs for Families and Children: 8/03 or later.*

2. *A Consumer's Guide to North Carolina Medicaid Health Insurance Programs for the Aged, Blind, and Disabled: 8/03 or later.*
3. *A Consumer's Guide to Medicare Savings Programs Within North Carolina Medicaid: 6/03 or later.*

III. STATE MAILING OF DMA-2188, NOTICE OF PRIVACY PRACTICES

The state will continue to mail the DMA-2188, Notice of Privacy Practices, until the supply of all older handbooks is depleted. It is anticipated the supply will be depleted around July 2004. See [DMA Administrative Letter No. 20-03, Health Insurance Portability and Accountability Act of 1996 \(HIPAA\) Notice of Privacy Practices](#) for current notification procedures.

If you have questions, please contact your Medicaid Program Representative.

Gary Fuquay
Director

[This material was researched and prepared by Susan Ryan, Policy Consultant, Medicaid Eligibility Unit.]