

# ***Edited Content for Chunk 3 from Copy of HCF Operations Manual FEED TO LLM.pdf***

[General Provision]

Section 111: These rules and procedures will become effective upon approval by a majority vote of the Committee, in accordance with the Administrative Procedures Act. All actions prior to the effective date of these new rules and procedures will not be subject to them.

[General Provision]

Section 112: The Administrator is responsible for maintaining records of all employees and contributors, including self-employed persons, for a minimum of ten years. Additionally, all other records are to be maintained in accordance with the SSA Record Retention & Destruction Policy.

[Source 41 PNC § 908(c)(5)]

Section 113: All statistical information and reports routinely produced for administrative purposes will be made available upon written request and upon payment of the costs of reproducing the report. Requests for information other than personally identifiable financial and medical information, and any other submissions shall be directed to the Administrator and shall generally be made available upon written request and upon payment of the costs of gathering and reproducing the information.

[Source 6 PNC §121(a)]

Section 114: Personally identifiable financial and medical information shall be kept confidential and may only be released with the express written consent of the subject of the information, as indicated by their signature on the form approved for that purpose. No written consent shall be valid for more than one year. If the individual is a minor, only the express written consent of a parent with custody or a court-appointed guardian will be accepted for the purpose of releasing financial or medical information on the individual. If the individual is adjudged incompetent, only the written authorization of a court-appointed guardian will be accepted for the purpose of releasing financial or medical information on them. Personally identifiable financial and medical information may be released for the purposes of the functions and operations under the HCFA. For example, funds available in a medical savings account may be transmitted to and from the Ministry of Health and the individual's treatment providers. Personally identifiable financial and medical information, including a Medical Number, may also be released to any person as required by court order from a duly recognized jurisdiction and as otherwise authorized by the Committee.

[Source 41 PNC §960]