

**NORTHERN MICHIGAN REGIONAL ENTITY
ADMINISTRATIVE MANUAL**

POLICY NAME: SOCIAL SECURITY NUMBER PRIVACY POLICY
CHAPTER: FIVE – PROVIDER NETWORK & CONTRACT MANAGEMENT
POLICY #: 05-01-019
EFFECTIVE DATE: April 27, 2016

PURPOSE

To ensure that NMRE and network providers maintain confidentiality, prohibit unlawful disclosure, limit access to, and to the extent practical dispose of documents appropriately that contain a social security number.

APPLICATION

This policy applies to the PIHP, including the NMRE Substance Use Disorder Services provider panel and five Member Community Mental Health Services Programs (CMHSPs).

POLICY

NMRE and network providers will comply with the Social Security Number Privacy Act, MCL 454 of 2004 (Act). Social Security numbers collected in the normal course of business shall only be used as allowed by the Act, or by state or federal statute, rule, regulation, by court order, or pursuant to legal discovery or process.

REFERENCE

Social Security Number Privacy Act, MCL 454 of 2004;
Privacy Act 2004;

REVISED:

REVIEWED:

APPROVED: April 27, 2016

Signed copy is on file with NMRE

Dave Schneider
Chief Executive Officer
Northern Michigan Regional Entity

Date

Signed copy is on file with NMRE

Dennis Priess
Northern Michigan Regional Entity Board Chair

Date