



CHRISTIAN SCHOOLS
INTERNATIONAL

CSI Flexible Benefits Plan

UPDATE

Date: April 13, 2004

To: Participants and Schools

From: Brian C. Meekhof, Benefits Administrator

- Change in Claims Administrators
- New Contact Information for BASIC
- HIPAA Notice of Privacy Practices

Change in Claims Administrators

Our claims administrator, Employee Benefit Strategies (EBS), recently announced that it had been purchased by BASIC Human Resource Connection. We are confident that BASIC will provide the same excellent service that we received from EBS. In fact, the same person who processed your claims at EBS is now working for BASIC and will continue to process your claims. New forms will be available shortly at www.CSOnline.org.

New Contact Information for BASIC

BASIC Contact Person: Jennifer Moorhead
Phone: 800-444-1922, ext. 246
Fax: 800-391-6562
Mailing Address: BASIC Human Resource Connection
9246 Portage Industrial Drive
Portage, MI 49024

As always, you may contact CSI directly with any questions you have. Contact Sharon Feikema by phone at 800-635-8288, ext 228, or by e-mail at sfeikema@CSOnline.org.

HIPAA Notice of Privacy Practices

HIPAA stands for the Health Insurance Portability and Accountability Act of 1996. Because our Section 125 plan reimburses participants for health care expenses, it is subject to the HIPAA regulations. The regulations for "small plans" like the CSI Flexible Benefits Plan are effective April 14, 2004.

The Privacy Rule portion of HIPAA creates national standards regarding Protected Health Information (PHI), which is defined as individually identifiable health information that is created or received by a provider, health plan or insurer, a data clearinghouse, a health authority, employer, school, or university. PHI can be maintained or transmitted in any form or medium. It relates to the past, present or future: condition of an individual's physical or mental health, health care provided to an individual; or payment for the health care provided to an individual.

The Privacy Rules govern how entities covered under HIPAA, such as the CSI Flexible Benefits Plan, use and share PHI. The rules also include provisions to help individuals understand and control how their health information is used.

This federal law requires distribution of documents to individuals covered by the CSI Flexible Benefits Plan. In compliance with the law, please distribute this Update and the attached Notice of Privacy Practices to each participant.

The CSI Flexible Benefits Plan is compliant with HIPAA regulations and CSI Staff will continue to protect your health information. If you have questions, contact Brian Meekhof by phone at 800-635-8288, ext. 267, or by e-mail at bmeekhof@CSIonline.org.