

**Notice of Amendment  
Of the TeamHealth Employee Benefit Plan**

For: All Full-Time Employees

Your Health Benefits Plan Booklet related to the TeamHealth employee benefit plan (the “Plan”) is amended as of April 14, 2003 to include the following:

**TeamHealth Employee Benefit Plan Document  
The Use and Disclosure of Protected Health Information**

Under the federal privacy regulations enacted pursuant to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), the Plan is required to protect the confidentiality of your Protected Health Information. Protected Health Information (“PHI”) is individually identifiable health information related to your condition, services provided to you, or payments made for your care, which is created or received by a health plan, a health care clearinghouse, or a health care provider that electronically transmits such information. Neither the Plan nor TeamHealth, Inc. (the Plan sponsor) will, without your authorization, use or disclose health information protected by HIPAA, except for treatment, payment, health care operations (collectively known as “TPO”), as permitted or required by other state and federal law, or to business associates to help administer the Plan. Further, TeamHealth will take reasonable steps to ensure that any use or disclosure is the minimum necessary to accomplish the task.

The Plan and TeamHealth are separate and independent legal entities, which exchange and use information to coordinate your Plan coverage. In order to receive PHI from the Plan, TeamHealth agrees to, and has certified to the Plan, that it will:

- Not use or further disclose PHI other than as permitted or required by the Plan or as required by law;
- Ensure that any agents, including subcontractors, to whom it provides PHI received from the Plan agree to the same restrictions and conditions that apply to TeamHealth with respect to such information;
- Not use or disclose PHI for employment-related actions and decisions;
- Not use or disclose PHI in connection with any other benefit or employee benefit plan of TeamHealth;
- Notify the Plan of any improper use or disclosure of PHI of which it becomes aware;
- Make PHI available to an individual based on HIPAA’s access requirements;
- Make PHI available for amendment and incorporate any changes to PHI based on HIPAA’s amendment requirements;

- Make available the information required to provide an accounting of disclosures of PHI under HIPAA;
- Make its internal practices, books and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of the U.S. Department of Health and Human Services to determine the Plan's compliance with HIPAA;
- Ensure adequate separation between the Plan and TeamHealth as required by HIPAA: and
- If feasible, return or destroy all PHI received from the Plan that TeamHealth still maintains in any form and retain no copies of such PHI when no longer needed for the specified disclosure purpose. If return or destruction is not feasible, TeamHealth will limit further uses and disclosures to those purposes that make the return or destruction infeasible.

Only the following employees *or* classes of employees under the control of TeamHealth may have access to PHI received by the Plan: the employees working in the TeamHealth Benefits Center, including the employees working with Spectrum Benefits. Such employees may only have access to, and use and disclose, PHI for purposes of the Plan administrative functions that TeamHealth performs for the Plan.

If you believe your rights under HIPAA have been violated, you have the right to file a complaint with the Plan or with the Secretary of the U.S. Department of Health and Human Services. TeamHealth has provided the following mechanism for resolving issues of noncompliance by employees described above who have access to PHI:

Please contact the Corporate Benefits Manager to issue a complaint. The Corporate Benefits Manager may be contacted at the TeamHealth Benefits Center, 1900 Winston Road, Suite 300, Knoxville, Tennessee 37919, by telephone at 877-516-7492, or by e-mail at **benefits@teamhealth.com**. All Complaints will be received and responded to within five (5) business days. All complaints will be reported to the TeamHealth Privacy Officer (Compliance Officer). All resolutions and sanctions will be documented and retained per HIPAA requirements. Should the claimant not be satisfied with the resolution, an appeal may be made to the Vice President of Human Resources. The Vice President of Human Resources will respond within ten (10) business days. Should the claimant not be satisfied with the response from the Vice President of Human Resources, an appeal may be made to the TeamHealth Privacy Officer. The TeamHealth Privacy Officer will respond within thirty (30) days. The resolution of the TeamHealth Privacy Officer will be final.

All terms, provisions and conditions shown in your Health Benefits Plan Booklet will continue to apply.