

# **Marathon Oil Company Protected Health Information Policy**

**Current as of July 1, 2011**

# Protected Health Information Policy

The Standards for Privacy of Individually Identifiable Health Information (“Privacy Rule”) was issued by the U. S. Department of Health and Human Services, as required in the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The Privacy Rule standards address the use and disclosure of “Protected Health Information” (PHI) to assure that individual health information is properly protected while allowing the flow of health information, as needed, to conduct necessary business functions or activities. The Privacy Rule applies to PHI created or maintained by health care providers and covers various benefits including the Company’s Health, Dental, Vision, EAP, Wellness, and Health Care Spending Account Plans. Additionally, the Company may need Protected Health Information from health care providers to determine an employee’s ability to safely perform essential job functions or to evaluate the safe return to active employment. Also, Protected Health Information may be necessary in determining eligibility for Sick or Long Term Disability Benefits and to appropriately evaluate Workers’ Compensation claims.

In the event Health Services needs to obtain employee Protected Health Information, the employee will be requested to authorize the use and disclosure of PHI by completing an *Authorization to Use and Disclose Protected Health Information* form. The employee will be given two copies of the form; both should be signed with the employee maintaining one copy for their records and the second copy returned to Health Services or their local refinery medical department. Such authorization permits the Company to obtain necessary health information from identified providers to assist in proper benefit administration. The *Authorization to Use and Disclose Protected Health Information* form is available in the HIPAA/PHI forms section at [www.MRObenefits.com](http://www.MRObenefits.com).