

Marathon Petroleum Protected Health Information (PHI) Policy

Effective September 1, 2013



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 MPC Health, Dental, Vision, EAP, Wellness, and Health Care Spending Account Plans (the Plans) and includes genetic information. **Note:** Genetic information cannot be used for underwriting purposes.

Internal Use of PHI:

MPC may need access to Protected Health Information to determine an employee’s ability to safely perform essential job functions and/or to evaluate the safe return to active employment. PHI may also be necessary in determining eligibility for Sick Plan or Long Term Disability (LTD) Plan benefits and/or to appropriately evaluate Workers’ Compensation claims.

In the event MPC Health Services needs to obtain employee PHI, 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 and the employee should maintain one copy for their records. The second copy should be returned to the Health Services organization or to the employee’s 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 online at www.myMPCbenefits.com.

External Use of PHI:

The MPC Benefit Plans and its Business Associates will use PHI without your consent, authorization, or an opportunity to agree or object in order to carry out treatment, payment and health care operations. The Benefit Plans will also disclose PHI to the Plan Sponsor, Marathon Petroleum Company LP, and its subsidiaries for purposes related to treatment, payment and health care operations.

Other uses of PHI by the Plans or Business Associates, including the sale of PHI or disclosure of PHI for marketing purposes, require your prior authorization. If necessary, you will be asked to complete an **Authorization for External Use or Disclosure of PHI** form before the disclosure occurs. This form can be requested by contacting the HIPAA Privacy Officer at 539 S. Main Street in Findlay, OH.

For a complete list of authorized and prohibited uses and disclosures of PHI, please refer to the MPC Notice of Privacy Practices, which can be found online at www.myMPCbenefits.com. For a copy of the HIPAA Privacy and/or Security Policy, please contact the HIPAA Privacy Officer at 539 S. Main Street in Findlay, OH.