

**LEE MEMORIAL HEALTH SYSTEM
STATEMENT OF COLLECTION AND USE OF SOCIAL SECURITY NUMBERS**

Lee Memorial Health System (“LMHS”) must notify individuals of the circumstances that require or authorize the collection and use of social security numbers (“SSN”). Florida Statute 119.71(5) specifically authorizes LMHS to collect SSNs when required by law or where the SSN is imperative in the performance of its duties. The following are the general scenarios under which LMHS will collect and use social security numbers:

For processing payroll and other human resource functions, including benefits registration and processing, tax reporting, unemployment reporting, workers compensation, direct deposit, and payroll deductions;	<i>Required by the Internal Revenue Code (see sections 3402(f)(2)(A) and 6109 and implementing regulations); see also Florida Statute 119.071(5)(a)6 (authorized)</i>
For use in processing accounts payable and other purchasing functions, including expense and travel reimbursements;	<i>Required by the Internal Revenue Code (see sections 3402(f)(2)(A) and 6109 and implementing regulation); permitted by 119.071(5)</i>
For use in the proper identification and Level 1 and level 2 background screening of employees, contractors, vendors and volunteers;	<i>Immigration Reform and Control Act of 1986 – 8 USC 1324 (required); Florida Statute Chapters 435 and 408.809 (required); Florida Administrative Code Section 59-A35.090 (required)</i>
For collection and use upon a donation or gift to LMHS Foundation to facilitate tax reporting;	<i>Required by the Internal Revenue Code (see sections 3402(f)(2)(A) and 6109 and implementing regulations)</i>
For use in processing employee health related benefits including medical claims and identifying patients;	<i>See Florida Statute 119.071(5)(a) and (5)(a)6.f (authorized)</i>
For use at all LMHS locations that provide medical and health related services for patient identification, health insurance and benefits eligibility and billing services;	<i>See Florida Statute 119.071(5)(a) and (5)(a)6.f. (authorized)</i>
To authenticate patient identity when no other means are available;	<i>See Florida Statute 119.071(5) (authorized)</i>
For access to certain critical Information Technology Systems in order to certify and authenticate identity.	<i>See Florida Statute 119.071(5) (authorized)</i>

*SSN’s are otherwise confidential and will be securely maintained. SSN’s will not be disclosed for any other reasons unless required by law or a court order.