**Subcontractor Business Associates & Covered Entity Clients - BAAs**

A current list of **Subcontractor Business Associates (Sub-BA) and Covered Entities (CE)**, with documentation of executed business associate agreements, should be maintained and reviewed at least on an annual basis. This list will also be an important part of a disaster recovery plan and a copy should be stored with that plan.

A Sub-BA may receive, maintain and/or transmit PHI. Examples include the following:

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| Collection Agency | Accountant (if receiving PHI) |
| Attorney (if receiving PHI) | Transcription services |
| Regional Health Information Organizations (Exchanges) | e-Prescribing Gateway |
| Companies or individuals which:   * Process claims for services provided * Produce bills for medical services * Shred documents which include PHI * Provide technology or systems support if accessing PHI * Provide file hosting services (i.e. Dropbox) | Companies or individuals which:   * Create Personal Health Records * Store back-up data * Communicate appointment reminders * Handle after hour calls * Provide accreditation services |

\* Available in electronic format on the TMC Client Portal in HIPAA forms

**Document Subcontractor Business Associates along with contact information. Ensure the BAA reflects changes required since 2013.**

**If a list is developed, attach to this document or document the location of the list:**

|  |  |  |  |
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| **Business Associate Name**  **Type of Business** | **Address, Phone, Email** | **Contact Name, Phone, Email** | **BAA Date**  **(should be 2013 or after)** |
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**Maintain a list of Covered Entities (CE) and their contact information. Ensure the BAA reflects changes required since 2013.**

**If a list is developed, attach to this document or document the location of the list:**

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| **Covered Entity/Client Name**  **Type of Business** | **Address, Phone, Email** | **Contact Name, Phone, Email** | **BAA Date**  **(should be 2013 or after)** |
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