## **Business Associates**

A current list of **Business Associates (BA)**, with documentation of an executed business associate agreement, 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.

The BA may receive, maintain and/or transmit protected health information. Examples include the following:

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

\* Available in a PDF fillable version on Client Portal in HIPAA forms

Document 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:

Business Associate Name Type of Business	Address, Phone, Email	Contact Name, Phone, Email	BAA Date (should be 2013 or after)	

Reviewed by:	Date:	Reviewed by:	Date:	Reviewed by:	Date: