

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Create Personal Health Records • Store back-up data • Communicate appointment reminders • Handle after hour calls • Provide accreditation services

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

