PURPOSE:
To designate Health Quest Systems, Inc. and its Affiliates (HQ) as an Affiliated Covered Entity (ACE).

POLICY:
- HIPAA Regulations at 164.105 “Organizational Requirements” state that legally separate covered entities may designate themselves as a single affiliated covered entity if all of those entities are under common ownership or control. Therefore, by means of this policy, HQ designate themselves and henceforth shall act as one ACE.

- A written and/or electronic copy of the designation will be maintained within the HQ Compliance Department for 6 years from the date of its creation or the date when it last was in effect, whichever is later. and updated as required and made available upon request.

DEFINITIONS: See HIPAA Glossary

ENFORCEMENT:
All individuals whose responsibilities are affected by this process are expected to be familiar with the basic procedures and responsibilities created by this process. Failure to comply with this process will be subject to appropriate remedial and/or disciplinary action, up to and including termination of any employment or other relationship, in accordance with this process.

REFERENCES:
45 CFR 164.105 (b) and (c)
5.2.29 Affiliated Covered Entity Designation Procedure

POLICY HISTORY:
Supersedes: 9/27/17
Original Implementation Date: 12/21/16
Date Reviewed: 3/13/19
Date Revised: 12/21/16, 9/27/17, 3/13/19

APPROVAL:

__________________________  __________________________
Policy Owner                Date