PURPOSE:
To establish guidelines for Health Quest Systems, Inc. and its affiliates (“HQ”) to identify those vendor/business relationships that meet the definition of a “business associate” or “subcontractor” (as defined in the HQ “HIPAA Glossary”) and provide direction in establishing formalized Business Associate Agreements.

POLICY:
HQ will obtain Business Associate Agreements as required by HIPAA.

DEFINITIONS: See HIPAA Glossary

REFERENCES:
45 CFR § 164.308(b)(1) – Security Rule Administrative Safeguards: Business Associate Contracts and Other Arrangements
45 CFR § 164.314 – Security Rule: Organizational Requirements Business Associate Contracts or Other Arrangements
45 CFR § 164.410 – Breach Notification: Rule Notification by Business Associates
45 CFR §§ 164.502(a)(3)-(5) and (e)(1) – Privacy Rule Uses and Disclosures of Protected Health Information: General Rules and Disclosures to Business Associates
45 CFR §§ 164.504(e)(1)-(5) – Privacy Rule Uses and Disclosures Organizational Requirements: Business Associate Agreements and Business Associate Agreements with Subcontractors
HQ HIPAA Business Associate Agreement Procedure

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.

POLICY HISTORY:
Title: HIPAA Business Associate Agreement Policy

Approved by: Chief Compliance Officer

Reference Number: HQ 5.2.16

Page #: Page 2 of 2

Supersedes: 2/13/2019
Original Implementation Date: 2/13/2019
Date Reviewed: 2/28/2020
Date Revised: 2/13/2019, 2/28/2020

APPROVAL:

Policy Owner: [Signature]

Date: 2/28/20