

Business Associate Definition

Business Associate: A person or organization who on our behalf, performs or assists in the performance of:

A function or activity involving the use or disclosure of individually identifiable health information, including claims processing or administration, data analysis, utilization review, quality assurance, billing, benefit management, and practice management...or provides...legal, actuarial, accounting, consulting, data aggregation, accreditation, or financial services...where the provision of service involves the disclosure of individually identifiable health information...to the person or organization.

“Individually Identifiable Health Information” or “Protected Health Information”: Health information (including demographic information collected from an individual), in any form, created by or received (1) that identifies the individual or (2) with respect to which there is a reasonable basis to believe that the information can be used to identify the individual.

Disclosure: The release, transfer, or provision or access to, or divulging in any other manner of information outside the entity holding the information.

*Exception for disclosures of PHI by one provider to another provider for treatment (includes consultation & referral) purposes.

Information to be identified:

1. Business Associate Name
2. Address
3. PHI disclosed
4. How disclosed
5. Written Contract
6. Contract Term
7. Renewal Date
8. Other Renewal Provisions