

Third-Party Due Diligence Checklist

Every effort is taken to assure third-party organizations are compliance and do not compromise the integrity, security, and privacy of our company or production data.

Third-party Due Diligence Checklist	
<i>Document of Record for due diligence on a third-party.</i>	
Company Name	Date of Review
Point of Contact	
Third-party approved	<input type="checkbox"/> Approved and passed due diligence or <input type="checkbox"/> Denied and failed due diligence

General
<input type="checkbox"/> Has appropriate HIPAA policies and procedures in place to meet administrative requirements.
<input type="checkbox"/> Has appropriate technical controls in place, including hardware and software appropriate to subcontracted service being provided.
<input type="checkbox"/> Reviewed and signed a Business Associates Agreement (BAA).
<input type="checkbox"/> Reviewed and signed a Service Level Agreement (SLA) appropriate to service being performed, including addressing liability, service definitions, security controls, and aspects of service management.
Technical
<input type="checkbox"/> Appropriate mechanism in place to monitor activity of subcontractor (e.g. access logs or monitoring software).
<input type="checkbox"/> <i>System Access Policy</i> followed if third-party requires access to our systems but is limited to the minimum necessary and granted only for the duration required.
<input type="checkbox"/> Assessment of security and technical considerations performed.
<input type="checkbox"/> Any connection between our platform and third-party is encrypted end-to-end.

Authorization <i>(to be filled out by Privacy Officer and/or Security Officer)</i>	
Name Completed By	Date:
Title	