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.

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| **Third-party Due Diligence Checklist**  *Document of Record for due diligence on a third-party.* | | | |
| **Company Name** |  | **Date of Review** |  |
| **Point of Contact** |  | | |
| **Third-party approved** | Approved and passed due diligence or  Denied and failed due diligence | | |

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| **General** |
| **Has appropriate HIPAA policies and procedures in place to meet administrative requirements.** |
| **Has appropriate technical controls in place, including hardware and software appropriate to subcontracted service being provided.** |
| **Reviewed and signed a Business Associates Agreement (BAA).** |
| **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** |
| **Appropriate mechanism in place to monitor activity of subcontractor (e.g. access logs or monitoring software).** |
| ***System Access Policy* followed if third-party requires access to our systems but is limited to the minimum necessary and granted only for the duration required.** |
| **Assessment of security and technical considerations performed.** |
| **Any connection between our platform and third-party is encrypted end-to-end.** |

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