

Date

Dear _____

As a part of our Compliance and Ethics program and in accordance with regulatory requirements, we are contacting you regarding the HIPAA protocols relating to Business Associates.

Business Associates are those individuals or organizations which perform certain functions, activities or services on our behalf that involve the use or disclosure of individually identifiable health information. Entities providing treatment to residents, health plans and health insurance issuers are not considered to be Business Associates. However, entities that receive or use our facility's PHI to provide services such as claims processing, data analysis, utilization review, and billing activities may be considered Business Associates.

In the event our facility utilizes a Business Associate arrangement as defined by HIPAA, we are required to enter into a written agreement to establish safeguards regarding the protected health information. We therefore ask that you review and return a signed copy of the enclosed agreement regarding your responsibilities to safeguard and protect the resident information.

We appreciate your attention to this matter and look forward to continuing our business relationship.

Sincerely,