

Date

Name of vendor representative
Vendor/Health Care Provider Name
Address

Dear _____

As a part of _____'s compliance program to meet and exceed all regulatory requirements, we are contacting our business associates regarding recent changes to HIPAA and HITECH regulations. In particular, new regulations require additional efforts on the part of business associates in protecting health care information. This includes the preparation, distribution, and signing of new business associate agreements laying out these new government efforts. Please read, sign, and return the enclosed agreements. You can always contact us with any questions that you may have.

Under these new regulations, business associates are expected to institute and maintain HIPAA compliance programs. Among the new requirements are standards for utilizing electronic records. Specific safety programs must be in place to prevent unintended or unauthorized breaches of protected health information. Additionally, business associates must take a proactive approach in supervising the HIPAA compliance of any subcontractors. All business associates and subcontractors can be investigated by the U.S. Department of Health and Human Services, even if their services are not health related. Criminal charges are a possibility for severe situations.

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

Sincerely,

_____, Administrator