HIPAA POLICIES AND PROCEDURES

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| **Policy Title:**  Business Associate Agreement (BAA) Policy  **ID: BusinessAssociateAgreement06252015**  **rev0.8** | | **Approval Date:**  00/00/0000  **Effective Date:** 00/00/0000  **Revisited date:** 00/00/0000 |
| **Subject:** Business Associate Agreements and compliant alternate arrangements policy | | |
| **Primary Responsible Departments and/or BAA:**  Google BAA, Security and Compliance, Administration | | **Review Frequency:**  **Last Review:** 00/00/0000  **Next Review:** 00/00/0000 |
| **Secondary Responsible Departments and/or BAA:** IT / Monitoring | |

**Scope:**

Workforce and BAA’s in the electronic personal health care (EPHI)

**Purpose:**  
To ensure the policies and agreements of all BAA’s and the like is compliant with all applicable law, regulations and our own policies.

**Authoritative Reference:**

HIPAA §164.308(b)

**Policy Definitions:**

1. As per §164.306, a Business Associate is granted license to transmit, store or otherwise interact with EPHI on our behalf only if they are in accordance with §164.314(a), §164.306, this policy and all other applicable law and regulation ensuring compliance and all appropriate safeguards and record keeping.

2. A written contract or other binding arrangement format is required per §164.308(8)(4) (See the individual Business Associate Agreement for specific case by case contrats).

3. We will document the satisfactory assurances of this compliance and these safeguards through a written contract or other arrangement in compliance with the record keeping policies with each business associate.

4. If we violate the satisfactory assurances we have provided as a business associate of another covered entity we will be in noncompliance with the requirements of the HIPAA regulation.

**Violations:**

Any individual, found to have violated this policy, may be subject to disciplinary action up to and including termination of employment.

**Related Policies and Procedures:**

**Administrative:**

HIPAA Security Management Root Process

HIPAA Assigned Security Responsibility  
HIPAA Workforce Security

HIPAA Information Access Management

HIPAA Security Awareness and Training

HIPAA Security Incident Procedures

HIPAA Contingency Plan

HIPAA Evaluation

**Physical:**

HIPAA Device and Media Control Policy

HIPAA Facility Access Control Policy

**Technical:**

HIPAA Access Control Policy

HIPAA Audit Policy

HIPAA Authentication Policy

HIPAA Workstation Use Policy

HIPAA Workstation Security Policy

HIPAA Information Integrity Policy

HIPAA Transmission Security Policy

**BAA’s and Other Agreements:**

HIPAA Business Associate and Other Agreement Policy  
Google BAA