

Mercer HIPAA Procedure

Procedure: Business Associate Process

Source of Data: Various Entities, People, and Locations

Submitted By: Mercer HIPAA Compliance Committee

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All Business Associate Agreements must be executed according to the following procedure:

1. HIPAA Business Associate Agreements (BAA), a cover letter, and the Mercer Notice of Privacy Practices will be mailed as a packet to all individuals or organizations identified as business associates of Mercer University.
2. All Business associates must sign and return the agreement to the requesting Mercer department.
3. If Associates request a signed agreement, the Office of General Counsel can provide a signature page that has been executed; this page may be faxed to business associates.
4. Keep a log of all Business Associate Agreements sent and received.
5. Send a copy of this log, to the Mercer HIPAA Privacy Office.
6. Maintain BAA log to reflect all current business associate agreements.
7. Provide updates to the Mercer HIPAA Privacy Office as they occur.