

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
<i>Business Associate Agreements (HIPAA Privacy)</i>	Page 1 of 2	

Policy Statement

Bethany Life Communities may disclose protected health information (PHI) to business associates, or allow business associates to create or receive protected health information (PHI), upon the business associate's signing a written agreement to appropriately safeguard such protected information.

Policy Interpretation and Implementation

1. A business associate, for the purposes of this policy, means a person or entity who is not a team member or workforce member of Bethany Life Communities; who performs or assists in the performance of a function or activity on behalf of Bethany Life Communities that involves the use or disclosure of protected health information (PHI); or provides legal, actuarial, accounting, consulting, data compilation, management, administrative, accreditation, or financial services.
2. A team member or workforce member, for the purposes of this policy, means any team member, employee, trainee, volunteer, or any other person(s) whose conduct, in the performance of work for Bethany Life Communities, is under the direct control or supervision of Bethany Life Communities, regardless of payment source.
3. The agreement between Bethany Life Communities and business associates establishes permitted and required uses and disclosure of protected health information (PHI). Business associates agree to:
 - a. Not use or disclose protected health information;
 - b. Develop safeguards to prevent unauthorized use or disclosure of information;
 - c. Promptly report unauthorized access, use or disclosure of information to Bethany Life Communities' CEO/President or HIPAA Compliance Officer.
 - d. Require any subcontractors to adhere to the same requirements as outlined in the agreement between Bethany Life Communities and business associate;
 - e. Make information available for access by the resident or his/her representative as permitted by law or Bethany Life Communities policy;
 - f. Allow residents to amend medical information and incorporate such amendments as part of the protected health information;
 - g. Develop a process that allows for an accounting of uses and disclosures of information in accordance with current law and Bethany Life Communities policy;
 - h. Make its internal practice, books and records relating to its receipt or creation of protected health information available to the Office of the United States Secretary of Health and Human Services for purposes of determining compliance with HIPAA regulations;

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
<i>Business Associate Agreements (HIPAA Privacy)</i>	Page 2 of 2	

- i. Develop a process of returning or destroying all protected health information upon termination of the agreement; and
 - j. Develop a process for continuing the full protection of information for as long as the business associate retains any protected health information.
4. A signed and dated copy of each business associate agreement is maintained by the HIPAA Compliance Officer.