

## **Here is your list of Business Associate Agreements (BAA's) needed.**

This is just a sample. You may have more.

### **\*\* All Dental Labs you use**

### **\*\* Any non-employee that are left alone and able to access charts:**

IT techs

Contractors

Service Techs

Equipment Techs

Shredding Company

Answering Services

Housekeeping

### **\*\* Any non-employees who access records:**

Manufacturing Techs - Implants, etc that are there to help you.

Collections Agencies

Billing Services

Attorneys

OSHA Consultant

Practice Management Companies

3rd Party Insurance Companies

Off-site Backup Companies

Computer Program Company - ie: Softdent, Dentrrix, etc.

### **\*\* All Dental Labs you use**

**REMEMBER - Anyone who has access to records need to sign. However, if they do not have access, they do not need to sign a BAA. If you have ALL charts locked up - then Housekeepers would not sign. Have a chart here or there out - they have to sign. What about EOB's? Patient's new or Updated forms? Patients Charts in an unlocked storage closet?**

**Most large companies have BAA's signed and posted on their website for you to download.**

**Watch where the delivery men are coming in and dropping off at. If they come in the side door, but the room they enter has charts laying around, then you must move charts or have them enter another way. IE - Postman, UPS, FedEx, etc. These companies will not sign a BAA.**