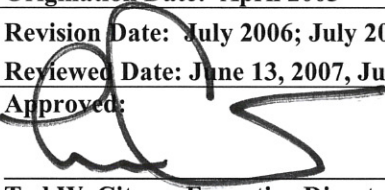




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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<b>Policy # 5058</b>	<b>Business Associate – HIPAA</b>
<b>Origination Date: April 2003</b>	
<b>Revision Date: July 2006; July 2008; July 31,2009</b>	
<b>Reviewed Date: June 13, 2007, June 27, 2010, October 8, 2012, October 16, 2013</b>	
<b>Approved:</b> 	
<b>Tod W. Citron, Executive Director</b>	

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board (CSB) that any contractor be required to sign a Business Associate Agreement if they perform a function or activity on behalf of the CSB that involves the use or disclosure of protected health information (PHI) or provide any legal, actuarial, accounting, consulting, data aggregation or management, administrative, accreditation, or financial services. They are *not* involved in the treatment of clients, and they are *not* providing client-conducted financial transactions. Employees of the CSB, or a medical provider who provides treatment to clients, are not considered Business Associates and are not required to sign agreements.

The Business Associate Agreement will include the definition of protected health information, provider's access to PHI, details of legal requirements, basic agreements, details of contractor's obligations, and minimum use of PHI, modification of privacy obligations, and terms and termination.

Any amendment(s) to the Business Associates Agreement must have the approval of the Executive Director.

**PROCEDURE:**

1. When a contractor requests to do business with the Cobb County Community Services Board and the Douglas County Community Services Board that will involve protected health information, the contractor is asked to sign a Business Associate Agreement.
2. The Business Associate Agreement is also signed by the Executive Director.
3. The signed Business Associate Agreement is maintained by the Chief Financial Officer.