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TO: Business Office Coordinators, HIPAA Coordinators, Information Systems Coordinators, and All IHS Area and Site Facilities

FROM: Sandra Lahi, IHS HIPAA Business Transactions and Code Sets Coordinator

Susan Bowman, IHS HIPAA Testing Coordinator

Carl Gervais, IHS ITSC HIPAA Coordinator

SUBJECT: HIPAA Business Transactions and Code Sets Compliance Packet

IHS ITSC is pleased to provide you with a HIPAA Compliance Packet to help assist you in working towards becoming HIPAA compliant at the area and site level. The following documents are included in the packet:

1. ITSC HIPAA Team Resource List

This list provides you with the necessary ITSC resources who can guide you toward becoming HIPAA compliant.

2. HIPAA RPMS Applications and Patches

This form provides you with a list of current RPMS applications, including each version of patch that will have to be installed on your RPMS system before you can begin testing the various transaction types.

*Note:* This form will be updated periodically as new software is released. The most updated form can be found on [www.ihs.gov](http://www.ihs.gov) website HIPAA page.

3. HIPAA EDI Notification

This form will provide valuable information on identifying trading partners/insurers you work with, providing contact information, and providing EDI subscriber-I/T/U facility information. It will also list authorized transactions at your area and site, including projected testing date and software requirements. If you are not testing with this Insurer or processing HIPAA compliant formats, it will also identify whether you need to submit a contingency plan for your Insurers.

4. Sample Copy of a Business Associate Agreement (BA)

This agreement is a contractual agreement. It sets up liability and risks for doing business. The BA Agreement Clause (attachment) is added to safeguard PHI when performing functions and/or services for IHS.

IHS is currently working with Quovadx to put into place a Delivery Order Contract since they currently provide service for five of the major clearinghouses.

*Note:* If there are questions or concerns, consult with your legal counsel.

5. Sample Copy of Trading Partner Agreement (TPA)

This document is currently under review by the Office of General Counsel (OGC). It will be made available at a later date and posted to the IHS website.

If you have any questions regarding this packet, please contact Sandra Lahi at 505-248-4206 or Susan Bowman at 505-248-4518.

Cc: F. Martin, Headquarters East