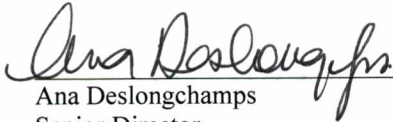

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
MEDICAL PRACTICE INCOME PLAN POLICY AND PROCEDURE**

Effective Date: 06/01/2022


Ana Deslongchamps
Senior Director


Patty McCarroll
Vice President of Clinical Administration

Department: **BAC-Billing and Collections**

TITLE: **Business Associate HIPAA Security Standards**

Policy#: **BAC 8**

Policy Statement: The purpose of this policy is to establish HIPAA security standards for Business Associates providing services for the Medical Practice Income Plan (MPIP) and the Medical Coding School of Medicine.

Policy and Procedure:

- 1) Business Associates are required to adhere to HSCEP OP 52.09 Confidential Information, HSCEP OP 56.01 Acceptable Use of Information Technology Resources, and HSCEP OP 52.02 Privacy and Security of Health Information.
- 2) Business associates submit an eRaider Business Partner Form to the TTUHSC EP IT department and complete HIPAA training assigned by the office of Institutional Compliance.
- 3) TTUHSC EP IT department provides access to a read-only Virtual Desktop and access to a secure drive on the TTUHSC Network labeled the CUTNSHOOT Drive.
- 4) Business Partners are required to conduct all PHI and ePHI communications and transactions via the Virtual Desktop and the CUTNSHOOT Drive. Use of email containing PHI or ePHI is discouraged and when necessary is sent using secure email encryption software.

Violations: Violations of HIPAA privacy and security laws or TTUHSC EP policies are reported to the IP and/or ISO, in accordance with TTUHSC EP OP 52.04 Report & TTUHSC Internal Investigation of Alleged Violations; Non-Retaliation. Violations of HIPAA privacy or security policies may be subject to legal or disciplinary action in accordance with applicable civil and criminal laws, rules, and TTUHSC EP OP 52.14 HIPAA Sanctions Process.

Training: Business Associates are required to complete initial and refresher HIPAA privacy and security training and education assigned by the Office of Institutional Compliance as set forth by Federal and State law.

Attachments:

- eRaider Business Partner Form
- HSCEP OP 52.02 Privacy and Security of Health Information
- HSCEP OP 52.04 Report & TTUHSC EP Internal Investigation of Alleged Violations, Non-Retaliation
- HSCEP OP 52.09 Confidential Information
- HSCEP OP 56.01 Acceptable Use of information Technology Resources