

# HIPAA BUSINESS ASSOCIATE AGREEMENT

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*IMPORTANT: This is a general educational starting-point template, not legal advice. Laws, roles, licensing duties, and required terms vary. Have a licensed attorney review and adapt this agreement before anyone signs it or relies on it.*

## Agreement Details

Effective Date

Underlying Agreement

Covered Entity

Business Associate

Services Involving PHI

Governing Law

Permitted Uses and Disclosures / Minimum Necessary

PHI Categories and Systems

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## Safeguards and Reporting

Administrative, Technical, and Physical Safeguards

Initial Incident Notice

Detailed Follow-Up

Incident Reporting Contact and Method

Approved Subcontractors

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## Individual Rights and Records

Access Response Time

Amendment Response Time

Accounting Response Time

Records Contact

Designated Record Set / Records Instructions

HHS Access and Audit Coordination

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## Termination and Signatures

**Return / Destruction or Infeasibility Instructions**

**Cure Period**

**Termination Notice Method**

**Special HIPAA Instructions**

**Covered Entity Signer / Title**

**Business Associate Signer / Title**

**Covered Entity Signature / Date**

**Business Associate Signature / Date**