

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER
POLICY AND PROCEDURE MANUAL

Date of Issue: 4/1/03
Date Revised:

Section Number 534

Policy 534 – Administrative Safeguards – Chain of Trust Agreements

I. PURPOSE

Southern Highlands Community Mental Health Center, in an effort to be compliant with the Privacy Rules of HIPAA's Administrative Simplification provisions, sets out, in this policy, the requirements for safeguarding PHI in electronic media.

II. POLICY

Chain of Trust Agreements

Southern Highlands Community Mental Health Center will obtain agreements, commonly referred to as "Chain of Trust Agreements" with any third party through whom it processes electronic data. This agreement will assure that at least the same level of security present within our agency will be maintained at all points in the movement of PHI to ensure its security, accuracy, and authentication.

The Chain of Trust Agreement is incorporated into our Business Associate Agreement. (See HIPAA Policy 506 regarding Business Associates).

We will identify the specific attributes that we will require from our electronic data vendors and the steps we will take in performing due diligence with these vendors. The process in the Business Associates Policy and Procedure is the guidance for minimum procedures around electronic data vendors.

Other policies and procedures to review that are related to this policy:

Business Associates
Administrative Requirements – Documentation
Administrative Requirements - Training