

BSN medical Inc. HIPAA Compliance Statement

Under the HIPAA privacy rules BSN medical Inc.(BSN) is considered a Business Associate.

It is our policy to comply with the rules and regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and any subsequent updates / amendments to that Act. Through Business Associate Agreement (BAA) with each Covered Entity (CE), we give contractual guarantees that we will use Protected Health Information (PHI) that we are granted access to only for the purposes for which we have been contracted. We will safeguard the information from misuse, and will help the Covered Entity comply with their obligations under the HIPAA rules. We have taken the necessary steps to assure BSN is compliant as follows:

Accounting of disclosures and audit trail issues:

We are appointed by and contracted to the Covered Entity to assist in the ordering process. A Covered Entity is not required by HIPAA regulation to keep an accounting of anyone within their own organization who has received (or had access to) medical information. The accounting provision only covers "disclosures," which are defined as the sharing of health information with someone outside of an organization that is not a part of the CE / BAA relationship.

Data is protected from unauthorized viewing/usage:

BSN access is restricted via password and by other methods to only those employees that have a need to know. Servers and data storage units are in a secured computer room with limited access. Data is received and forwarded via automated, electronic processes where no direct human intervention is required. Access or viewing of PHI is only allowed when required to provide further support to the CE. Archive and backup tapes are stored in a secured location.

Proper disposal of data:

At the end of a CE's contract with BSN their data is either deleted from the BSN computer systems or made unavailable to users. Any printed reports or paper copies retained in our facility are securely stored and disposed of via certified document shredding services.

Privacy and Security Rule(s):

To protect the privacy and security of the PHI we have implemented the following processes:

- Covered Entities must execute a BAA to employ to our services.
- All employees, contractors, sub-contractors, agents and representatives are required to sign an agreement to abide by the HIPAA Privacy Act and a Confidentiality & Non-Disclosure agreement
- E-mail address verification is performed where necessary
- Restricted access to PHI on a need to know basis (via passwords and company policy)
- Automatic expiration of passwords
- Restricted access to the Computer Room
- Restricted outside access to all servers and workstations
- Monitored security system installed throughout each BSN office facility
- Automated data backups
- Data backups stored in secured manner
- Automated virus checking

- HIPAA and Security awareness training for employees, contractors, sub-contractors, agents and representatives
- Employee termination security procedures in place
- HIPAA Transaction and Code Set Rule
- HIPAA compliant EDI transactions and Code Sets are used when applicable

BSN is committed to full and complete compliance with all HIPAA rules and regulations. As necessary, we will adjust our policies to adhere to our clients' needs and to adjust to any changes in the HIPAA rules. If you have any questions concerning our HIPAA compliance policies, please contact the HIPAA Security Officer at 828-879-5100 extension 4300.