



SUNY  
**DOWNSTATE**   
Medical Center

# **MATERIALS MANAGEMENT BULLETIN**

January 18, 2007

Bulletin # 07-14

RE: Business Associate Agreements

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In order to be in compliance with the HIPAA Privacy Rule, a Business Associate Agreement must be signed with every agent/contractor that is performing services on Downstate Medical Center's behalf and thereby, has access to DMC individually identifiable patient information. (The Contracts Department does not currently have a complete list of these agreements.) All departments who are utilizing contracts that share patient information with an agent/contractor must submit the following information to the Contracts Department no later than January 31, 2007:

- Type of Contract
- Vendor Name
- Vendor Address
- Vendor Telephone Number
- Value of Contract

If you need further information, please contact the Maureen Crystal in the Contracts Department @ extension #1976.

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