



Business Associate Compliance Check

Dear Covered Entity,

Matrixforce Corporation is serious about protecting patient information and ensuring that appropriate security measures are in place to comply with the Health Insurance Portability and Accountability Act (HIPAA) regulations. As a Business Associate, we like to assure you that we are complying with HIPAA regulations, protecting and safeguarding patient information and have proper procedures to minimize the chance of a data breach.

What is a Business Associate?

A “Business Associate” is a person or entity that performs certain functions or activities that involve the use or disclosure of protected health information on behalf of, or provides services to, a covered entity.

What the HIPAA Omnibus Rule do for Business Associates?

The HIPAA Omnibus Rule (Final Rule) has a significant effect on Business Associates. The Health Information Technology for Economic and Clinical Health (HITECH) Act made the portions of the HIPAA Privacy rule and the Security Rule directly applicable to Business Associates. The Final Rule sets forth in detail the manner in which some of the HITECH Act’s provisions will be applied.

Under the HIPAA Omnibus Rule (Final Rule), Business Associates are now required to comply with the safeguards contained in the HIPAA Security Rule and use and disclosure provisions of the HIPAA Privacy Rule. In addition, subcontractors of Business Associates must also comply with HIPAA Regulations.

Compliance verification

We are proactively providing answers to standard questions regarding how we are currently protecting electronic protected health information and complying with the HIPAA regulations. You should incorporate this information as part of your HIPAA compliance program and demand other Business Associates provide a compliance checklist and/or an Executive Summary HIPAA Risk Assessment annually.

We complete our HIPAA training and security risk assessment annually by September 30th.

See contact information and answers the following HIPAA compliance check questions:

Organization’s name: Matrixforce Corporation
Name of Organization’s Contact: Kevin Fream
Organization’s Contact Email: kfream@matrixforce.com
Organization’s Contact Phone number: (918) 622-1167

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Does your organization have a HIPAA security officer? If yes please fill in above section.

YES	NO	Name of organization's HIPAA security officer:
X		Kevin Fream

Has the HIPAA security officer gone through formal HIPAA training?

YES	NO	More Information
X		Annually by September 30 th

Have you performed a HIPAA Security Risk Assessment on how the organization is protecting electronic protected health information in the past year?

YES	NO	More Information	Date of Security Risk Assessment
X		Using Overwatch Portal	Annually on or before September 30 th

Name of organization that performed the Risk Assessment? If the Risk Assessment was performed internally please put "Internal Risk Assessment" below.

Enertia Group

Do you have Documented HIPAA Security Policies and Procedures?

YES	NO	More Information
X		19 Top Policies stored on Overwatch Portal

Have your employees been informed about your HIPAA policies?

YES	NO	More Information
X		Acknowledged yearly on Overwatch Portal

Have your employees been trained on HIPAA security in the past year? (This includes, full and part-time employees, contractors, temporary employees, etc)

YES	NO	More Information
X		Recorded each June on Overwatch Portal

Do you use encryption to protect electronic protected health information?

YES	NO	More Information
X		Bitlocker & Microsoft encrypted e-mail

Do you have a documented data backup plan?

YES	NO	More Information
X		System Plan in Overwatch Portal

Do you have a security incident response plan?

YES	NO	More Information
X		Procedure listed in Overwatch Portal

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Do you have a Business Associate Agreements with all your subcontractors?

YES	NO	More Information
	X	We utilize no subcontractors

Organization's compliance officer signature:

Name [Print]: Kevin Fream Title: President

Date: September 30th Signature: 