

# HIPAA Business Associate Guide

## Overview

Stannp operates as a HIPAA Business Associate, providing services that involve the use or disclosure of Protected Health Information (PHI) on behalf of covered entities including healthcare providers, health plans, and healthcare clearinghouses. We implement comprehensive safeguards to protect all PHI in our custody.

## Business Associate Agreement (BAA)

Before processing any PHI, Stannp executes a Business Associate Agreement with all covered entity customers. This legally binding contract defines our obligations including:

- using and disclosing PHI only as permitted;
- implementing appropriate safeguards;
- reporting breaches without unreasonable delay;
- making PHI available for individual access;
- providing accounting of disclosures;
- and making our practices available to HHS for compliance reviews.

## What is Protected Health Information

PHI includes all individually identifiable health information relating to past, present, or future physical or mental health conditions, healthcare services provided, or payment for healthcare. This encompasses medical records, billing information, and common identifiers such as names, addresses, dates of birth, Social Security numbers, medical record numbers, and account numbers.

## Our Commitments

As your Business Associate, we maintain the confidentiality, integrity, and availability of all PHI through administrative, physical, and technical safeguards. We train our workforce in HIPAA compliance, enforce sanctions for policy violations, carefully manage subcontractors, and continuously monitor and improve our security posture to address emerging threats.

## Working with Stannp

To ensure HIPAA compliance when using Stannp services:

- execute a BAA before submitting any PHI;
- clearly identify materials containing PHI;
- communicate any special handling requirements;
- maintain your own compliance as a covered entity;
- report any suspected incidents immediately.

Our compliance team is available to answer questions at [compliance@stannp.com](mailto:compliance@stannp.com).

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