

Working with Covered Entities Guide

Overview

This guide helps covered entities understand how to work with Stannp as your HIPAA Business Associate. Following these practices ensures smooth operations while maintaining full HIPAA compliance for both parties.

Before You Start

- Execute a Business Associate Agreement (BAA) with Stannp before submitting any materials containing Protected Health Information.
- Verify that your intended use of Stannp's services is appropriate for PHI under your own covered entity obligations.
- Provide clear instructions on permitted uses and disclosures specific to your organization's requirements.
- Ensure your own HIPAA compliance program is current including updated Privacy Practices notices and workforce training.

Submitting PHI to Stannp

- Communicate special requirements such as expedited processing deadlines or destruction timelines.
- Provide only the minimum necessary PHI to accomplish the business purpose.
- Use our secure platform to upload your PHI electronically to your unique user account.

Breach Response

- If Stannp notifies you of a potential breach, immediately assess your notification obligations under HIPAA.
- For breaches affecting 500 or more individuals, notify HHS and prominent media outlets without unreasonable delay.
- For smaller breaches, document for annual HHS reporting. Notify affected individuals within 60 days of discovery.
- Work with Stannp to understand the incident, implement corrective measures, and prevent recurrence.
- Report any suspected security incidents or concerns immediately to compliance@stannp.com.

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