



Guide for Obtaining a BAA

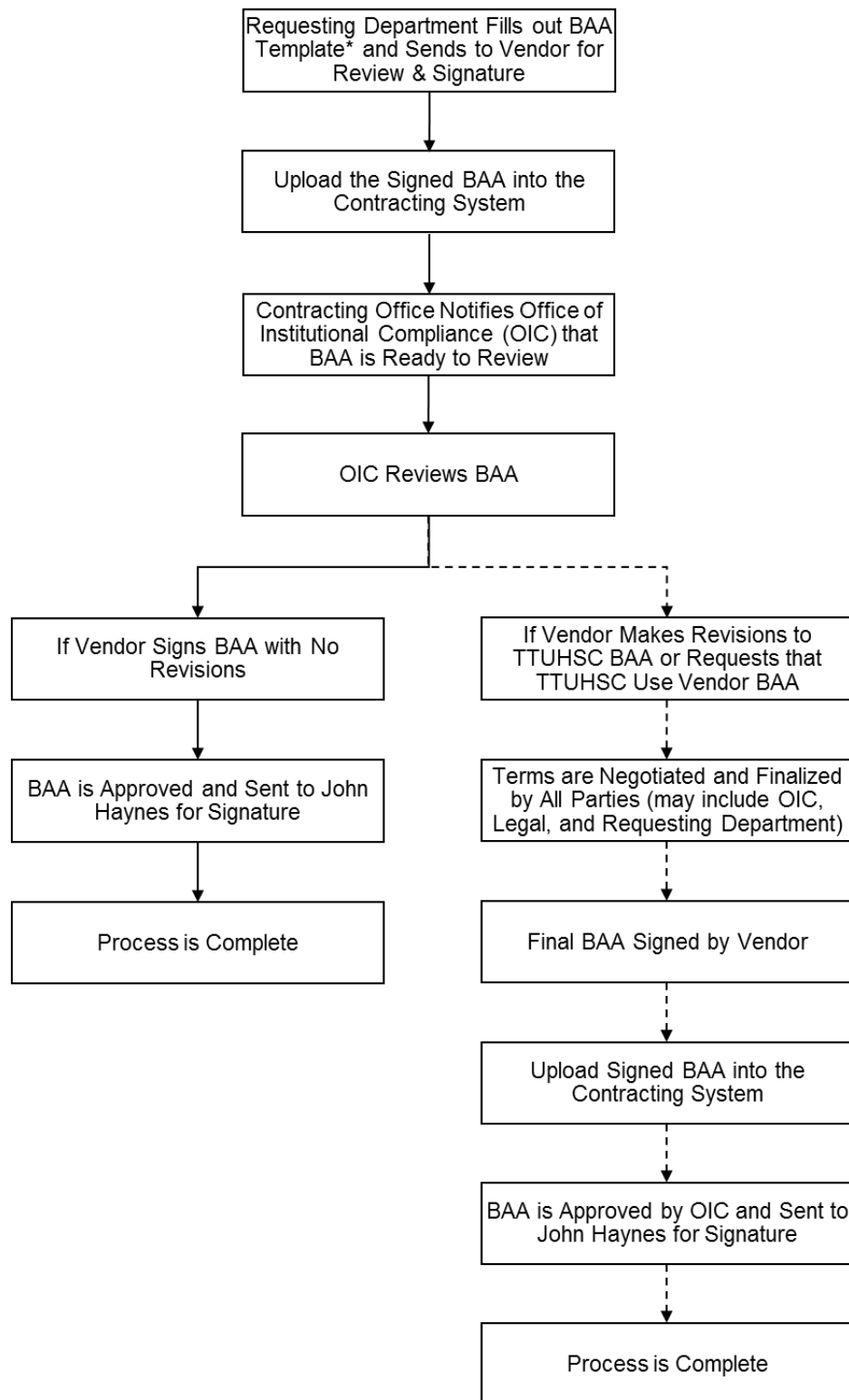
If your Department is making a purchase from a vendor that will have access to, create, receive, maintain, transmit or disclose patient protected health information (PHI), a Business Associate Agreement (BAA) must be obtained first, whether using a PO, contract, pcard or professional services agreement.

Requesting department cannot share any PHI with a vendor without a BAA that is signed by all parties.

Please follow the process illustrated on next page to obtain the BAA.



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* BAA template can be accessed from the [“Contract Templates and Guidance Documents”](#) located on the contracting website.