



April 14, 2025

### Business Associate Agreement Requirements

Dear Provider,

Kern Health Systems (KHS) would like to remind all network providers of the **critical importance** of having a signed **Business Associate Agreement (BAA)** in place between your organization and any third-party vendors (claim billers, EMR representatives, credentialing staff, etc.) you collaborate with. This agreement ensures that KHS and your organization is fully compliant with regulatory bodies such as the Department of Healthcare Services, Department of Managed Healthcare, Health Insurance Portability and Accountability Act (HIPAA) and that the third-party meets the required standards for safeguarding Protected Health Information (PHI).

A BAA is an essential legal document that:

1. **Protects patient data** by setting clear expectations regarding the handling, sharing, and security of PHI.
2. **Protects provider information** by ensuring contractual rates and personal information are protected.
3. **Mitigates liability** in case of data breaches or misuse of PHI by third parties.
4. **Ensures compliance** with federal regulations to protect both your practice and the patients you serve.

**Please note: KHS will be unable to engage, communicate, or share any PHI with third-party claims companies without a signed BAA from your organization.** This requirement is non-negotiable and is critical to maintaining compliance with HIPAA regulations and safeguarding patient privacy.

We ask that you promptly review any third-party relationships you may have and ensure that the necessary BAA agreements are in place. Also, should you change vendors, you are required to notify your KHS Provider Relations (PR) Representative and submit a new BAA Agreement. If you have already sent us a BAA, please ensure that it has been signed and returned. If you have not yet finalized this document, please do so at your earliest convenience.

**Please contact your Provider Relations Representative for the most current BAA template. Once, the BAA agreement is complete, it can be sent to your Provider Relations Representative.**

Thank you for your cooperation in maintaining the highest standards of patient confidentiality and regulatory compliance.

[Provider Bulletins](#) are available on the [KHS website](#). Please visit the site regularly to stay informed about the latest updates and announcements.

If you have any additional questions, please contact your Provider Relations Representative at 1-800-391-2000, silent prompt option #5.

Sincerely,

Kristie Onaindia  
Provider Relations Manager  
Kern Health Systems