

Information Sharing Assessment

A Business Associate Agreement (BAA) is required when information is shared with a company or person who is not a member of the U of U workforce AND who, on behalf of the U of U performs, or assists in the performance of, an activity involving the use or disclosure of protected health information.

This assessment must be completed prior to entering into a Business Associate arrangement.

Completion of this process may take up to 3 weeks after signed BAA is received from vendor.

We will notify you when the BAA has been fully executed and our website updated.

If you have any questions, please contact us at (801) 587-9241.

1. Will University information be sent to a third party, or will the third party have access to systems at the University?
2. What is the third party doing for us or on our behalf where this information needs to be shared?
3. How will the information be accessed, sent to, and received from, the third party?
4. Is access to this data or system critical for the performance of your own, or your departments, job functions?
5. Which of the options below best describes the University of Utah's relationship with the third party/vendor:

- _____ The vendor will be working with data on-site at the University of Utah and will never access it remotely or remove it from the premises.
- _____ The vendor will be working remotely with University of Utah data and/or will be transporting or transmitting University of Utah data to and from a remote site.
- _____ The vendor will be hosting software that you will access (i.e., software as a service, web hosting, etc.).
- _____ Other, please describe:

6. Please complete the following information:

Department Name	
Point of Contact	
Phone & Email	
Vendor Name:	
Address:	
City:	
State, Zip Code:	
Point of Contact	
Phone Number:	
Email Address:	