

Business Associate Agreement (BAA) Tracking Log Template

Keep Every Signed BAA, Renewal Date, and Vendor Contact in One Place

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HIPAA & COMPLIANCE

HIPAA requires a signed Business Associate Agreement (BAA) with every vendor that creates, receives, maintains, or transmits PHI on your behalf, but most practices sign a handful of BAAs over the years and then lose track of who actually has one, when it was signed, and whether it still reflects how the vendor is used today. This log gives you one place to keep that record, and something concrete to hand an auditor if it's ever asked for.

How to use this: List every vendor that touches PHI, even ones you're not sure need a BAA yet; that's a decision worth making deliberately rather than by accident. Review this log at least once a year, and every time you add a new vendor or software tool.

Common Vendors That Often Need a BAA

- EHR or practice management software vendor
- Billing company or clearinghouse
- Cloud backup and storage provider
- Patient texting, scheduling, or communication platform
- IT support or managed service provider
- Imaging, lab, or diagnostic partner
- Answering service or virtual receptionist
- Email or fax provider that handles PHI
- Document shredding or destruction vendor
- AI scribe, dictation, or transcription tool

TRACKING LOG

Log every Business Associate below. This page (and the one after it) is the working log itself, kept separate from the explanation above so you can print or share just this part if you ever need to hand it to an auditor, a new office manager, or your IT provider.

BAA Tracking Log

[illegible]

Vendor / Business Associate	Service Provided	BAA Signed (Y/N)	Date Signed	Renewal / Review Date	Status / Notes

A BAA is only useful if it reflects reality. If a vendor's role changes, such as gaining access to a new system, note it here and confirm the agreement still covers that use.

If you find a gap: Missing a BAA doesn't automatically mean you have to stop using a vendor, but it does mean getting one in place before more PHI flows through that system. If a vendor won't sign one, that's a decision to make with counsel, not something to quietly work around.

Lost track of who has a BAA on file?

SIM Technology Solutions can build this log out for your full vendor list and chase down the agreements you're missing. **Call 703-594-9226** or email info@simtsolutions.com.