Business associate and vendor inventory

A practical California working record - editable in Word

USE IT THIS WAY	DO NOT MISTAKE IT FOR THIS
Use before onboarding a vendor and review whenever features, subprocessors, ownership, or data flows change.	This does not determine whether HIPAA applies or whether a particular agreement is sufficient.

Working record

Prepared by	
Reference (no names)	
Date opened	
Next review date	

Six review points

1

[ ] Name the service and owner

Record the legal vendor, product, account owner, and operational purpose.

Your record: _____

Source: HHS: business associates

2

[ ] Map the information flow

Describe what information enters, where it is stored, what leaves, and which integrations participate.

Your record: _____

Source: HHS: Security Rule guidance

3

[ ] Classify the relationship

Document the basis for treating the vendor as a business associate, subcontractor, or another category.

Your record: _____

Source: HHS: business associates

4

[ ] Locate the agreement

Record execution date, renewal, termination, incident-reporting terms, and where the signed copy lives.

Your record: _____

Source: HHS: business associates

5

[ ] Check access and deletion

Record roles, authentication, export, backup, retention, and deletion controls.

Your record: _____

Source: HHS: Security Rule guidance

6	**[ ] Set a review trigger** Choose an owner and date, plus events that require review before the ordinary date. **Your record:** _____ **Source:** HHS: business associates

Close the loop

Decision / next action	
Owner	
Due date	

Controlling sources

- HHS: business associates
- HHS: Security Rule guidance

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